

EIGHTH UNITED STATES ARMY MSG JAMES M. WIGHTMAN NONCOMMISSIONED OFFICERS ACADEMY



ENTER TO LEARN, LEAVE TO LEAD



Warrior Leader Course

Student Guide



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DEPARTMENT OF THE ARMY EIGHTH ARMY WIGHTMAN NCO ACADEMY (WLC)

REPLY TO ATTENTION OF:

CAMP JACKSON, KOREA
UNIT #15351
APO AP 96258-0208

EAHC-NCOA (25) 10 JULY 2008

MEMORANDUM FOR Incoming Warrior Leader Course Students

SUBJECT: Welcome from the Commandant

- 1. Congratulations! On behalf of the cadre of the Wightman Noncommissioned Officer Academy, it is my pleasure to welcome you to the Warrior Leader Course.
- 2. This is a leadership development school designed for personnel whose performance has indicated their potential for advancement and increased responsibility. Your selection to attend this course is tangible evidence of your professional ability and the confidence placed in you by your unit. Your successful completion of the course is further evidence that their confidence was well placed.
- 3. This Academy has no challenges or obstacles that students cannot achieve. With this in mind, prepare yourself with a positive mental attitude and the confidence that you can and will graduate. We will provide you the training and motivation to accomplish this task. I have instructed my cadre to help, aid, and assist you in every way. We will place you in a challenging environment, but it will be up to you to achieve and maintain graduation standards.
- 4. This student guide is designed to assist you to understand the operation and administration of the school. You will avoid any unnecessary mistakes by studying it carefully. The standards of the Wightman NCO Academy are high. We expect you to have a positive attitude and personally commit yourself to succeed. Further, we expect all graduates to return to their parent unit willing to assume and carry out their basic responsibilities as first line supervisors.
- 5. I extend my congratulations on being selected to attend the Warrior Leader Course and hope your stay is beneficial and rewarding.

//ORIGINAL SIGNED//
TYRONE JOHNSON
CSM, USA
Commandant

Eighth Army Wightman NCO Academy Student Guide for the Warrior Leader Course

Effective Date	1 AUGUST 2008
-	Eighth Army Wightman NCO Academy Student Guide dated 01 APRIL, 01 SEPTEMBER, 01 OCTOBER, 01 DECEMBER 2005, 15 DECEMBER 2005, & 28 JUNE 2007
Proponent	The proponent for this student guide is the Commandant, Eighth Army Wightman NCO Academy.
	Commandant Eighth Army Wightman NCO Academy Unit 15351 APO AP 96258-5351 POC phone numbers: DSN-732-7390/7980/6417/7789
World Wide Web	This student guide can be downloaded from the Academy home page at http://ncoa.korea.army.mil/ . Additional information such as the WLC packing list, class dates, current student test scores, medical information, pre-execution checklists, and WLC Sponsor Brief can also be accessed.
Comments and Recommendation	Send comments and/or recommendations for changes or additions to the proponent listed above. Comments are welcome either written or telephonically.
Purpose	The purpose of this student guide is to provide a single-source document outlining policies and procedures for students reporting to and attending WLC. All students must carefully read this guide; students are responsible for being familiar with and for complying with its contents within 24 hours after arrival at the NCO Academy. Failure to comply with the policies or procedures contained herein could result in an early release from the Academy.
Gender Disclaimer	The words "He" or "His" when used in this publication represents both masculine and feminine genders.

Distribution	One copy per student is provided on the first day of the WLC training cycle along with other course reading material. Students are required to read the Student Guide within 24 hours of receipt and comply with the contents within.
Student Guide Approval	The following individuals have reviewed and approved this Student Guide for publication and implementation at the Eighth Army Wightman NCO Academy for use by the WLC student.

Name/Signature	Rank	Title	Date Signed
TYRONE JOHNSON	CSM	Commandant	24 JULY 2008
PAUL J. DUFFY II	1SG	First Sergeant	24 JULY 2008
PAUL MCKENNEY	MSG	Chief Instructor	24 JULY 2008
MELVIN GRAY JR.	MSG	Chief of Training	24 JULY 2008

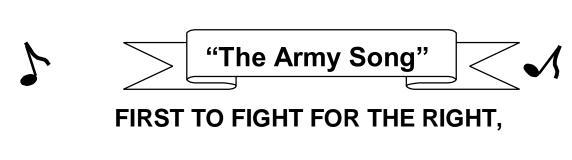


CREED OF THE NONCOMMISSIONED OFFICER

o one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time-honored corps, which is known as the "Backbone of the Army". I am proud of the corps of the Noncommissioned officer and will at all times conduct myself so as to bring credit upon the corps, the military service, and my country, regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

ompetence is my watchword. My two basic responsibilities will always be uppermost in my mind – accomplishment of my mission, and the welfare of my soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

fficers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence, as well as that of my soldiers. I will be loyal to those with whom I serve: seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget, that we are professionals, Noncommissioned Officers, leaders!



AND TO BUILD THE NATIONS MIGHT;

AND THE ARMY GOES ROLLING ALONG.

PROUD OF ALL WE HAVE DONE,

FIGHTING 'TIL THE BATTLE'S WON;

AND THE ARMY GOES ROLLING ALONG.

THEN IT'S HI! HI! HEY!

THE ARMY'S ON ITS WAY,

COUNT OFF THE CADENCE LOUD AND STRONG, \checkmark FOR WHER-E'ER WE GO,

YOU WILL ALWAYS KNOW,

THAT THE ARMY GOES ROLLING ALONG!

1

ACADEMY HISTORY

The Academy is named in honor to MSG James M. Wightman, of the 17th Infantry Regiment, 7th Infantry Division. MSG Wightman distinguished himself by extraordinary heroism in action against an armed hostile force in the vicinity of Tri-Goot, Korea on 9 March 1951. As the platoon sergeant of the assaulting platoon, MSG Wightman led his men to assault against a numerically superior force entrenched on Hill 1232 near Tri-Goot. Nearing the objective, the platoon encountered intense automatic and small arms fire and was pinned down. He motivated his men to increase their rate of fire and led them in an assault on the hill. He located a machine gun, which was placing withering fire upon his platoon. He single-handedly assaulted the machine gun emplacement and was killed when he was hit by a burst of enemy fire. His heroic act enabled his platoon to close with and seize the enemy position. As a result of this action, MSG Wightman was posthumously awarded the Distinguished Service Cross.

The Academy was originally established in May 1960 as the 7th Infantry Division Noncommissioned Officer's Academy at Camp Casey. The program of Instruction was the Primary Noncommissioned Officer's Course/Combat Arms (PNCOC/CA).

In March 1971, the Academy relocated to Story Barracks, between Camps Casey and Hovey. Its' doors were opened to provide training to units in Thailand, Japan, Taiwan, and Okinawa. Since that time, only Japan and Okinawa continue to send their junior leaders for training.

In November 1975, the Academy was relocated to its present location at Camp Jackson. Camp Jackson is named for PFC George W. Jackson Jr., of the 1st Field Artillery Observation Battalion, 25th Antiaircraft Artillery. PFC Jackson was awarded the Silver Star for bravery in November 1951, during the Korean War.

In January 1976, a Command Sergeant Major was named as Commandant of the Academy. This placed more direct responsibility on the senior NCOs for the military education and training of the NCO Corps of today's Army.

In February 1978, the Primary Leadership Development Course of Instruction was implemented. This placed the first line supervisor, or a soldier about to become a supervisor upon graduation into the enlisted personnel management system. This course combined the Primary Leadership Course for Combat Service Support skilled soldiers with the Primary Noncommissioned Officers Course for Combat Arms skilled soldiers into one course. The primary purpose was to develop leadership, supervisory and management skills, and upgrade combat survivability training, in addition to developing those attributes that would ensure confidence and develop a sense of responsibility required of all Noncommissioned Officers.

In the early 1990s, the Academy was renamed the 2d Infantry Division Noncommissioned Officers Academy. It was re-designated the Eighth United States Army (EUSA) Wightman Noncommissioned Officers Academy on 1 April 1994.

Our contemporary operational environment (COE) and the assimilation of the warrior spirit into our current culture demands a change. As of August 2005, the first leadership course our Noncommissioned Officers (NCOs) attend changed its title to better align itself with relevant curriculum and lessons learned. The name Primary Leadership Development Course (PLDC) is replaced by the Warrior Leader Course (WLC).

Constant reinforcement enhances the ability of the leader to visualize, describe, and react to any operational environment. The title Warrior Leader Course is the only accurate description that embodies the cultural change our Noncommissioned Officer Corps deserves.

The Eighth United States Army (EUSA) Wightman Noncommissioned Officers Academy's motto continues to be: Enter to Learn - Leave to Lead.

CHAPTER 1 GENERAL INFORMATION

General Information

The Warrior Leader Course (WLC) is the first step in the Noncommissioned Officer Education System. WLC trains newly appointed sergeants in basic leadership skills, Noncommissioned Officer (NCO) duties, responsibilities and authority, and how to conduct performance-oriented training. WLC focuses on leadership training. The course produces battle-competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and war fighting skills, evaluators and counselors, conductors/participants in individual and collective training, and performers/teachers of leader skills, knowledge and attitudes.

The course is non-MOS specific, taught in an NCO Academy live-in environment, using classroom instruction with practical application, followed by hands-on performance-oriented training conducted in a field environment, culminating with an extensive situational training exercise (STX). Small Group Leaders (SGLs) assess the students' leadership potential and evaluate their ability to apply lessons learned, and effectively lead their classmates in a tactical environment.

Course Length

WLC is a 4-week, 2-day course, Weapons Immersion Training, culminating with a 96-hour STX.

Prerequisites

Students must meet the following course prerequisites:

- Rank of Sergeant, non WLC graduate
- Corporal or Specialist promotable
- Corporal or Specialist in a STAR MOS
- Corporal or Specialist in a leadership position
- Recommended by the immediate unit commander
- Passed the APFT within the past 30 days
- Meet physical fitness and weight standards in accordance with AR 350-15 and AR 600-9
- Be eligible for reenlistment

Prerequisites (Continued)

- If age 30 or over, must have completed a periodic physical exam within the last five years.
- Does not have a physical profile that prevents completing course graduation requirements.
- Have all items of clothing and equipment required to attend the course.
- Soldier does not have a flagging action pending.
- Does not have any appointments pending.
- No previous convictions of a misdemeanor crime of domestic violence (Lautenburg Amendment).
- Follow the 8th Army Wightman NCO Academy Pre-Execution Checklist and The Army Schools System (TASS) Unit Pre-Execution Checklist. Checklists are available on the website.

Reporting to Camp Jackson

Students are required to report for in-processing in seasonal PT uniform **NLT 0600.** Students must have in their possession:

- 8th Army Pre-Execution Checklist signed by the unit First Sergeant and CSM.
- TASS Checklist signed by unit Commanding Officer.
- Medical Records.
- ERB.
- DA Form 705 (PT card).
- I.D. Tags and I.D. Card.
- All clothing and equipment on the packing list.
- Meal Card.

AREA IV students must report to the Academy Headquarters (Bldg. 2137) one (1) day prior to the class in processing date, 0900-1600. If reporting after 1600, report to the SDNCO in the same building. Lodging for the night is provided.

Physical Profiles

A student with a permanent profile must bring a copy of the DA Form 3349 to in processing. Soldiers with P-3 or P-4 profiles must bring MMRB results also. The profile must include an aerobic event for the APFT and list all activities the soldier can do. Soldiers with permanent profiles that do not allow completion of course graduation requirements are not enrolled in the course and are returned to their units. The Commandant, on a case-by-case basis, will determine whether or not the student will continue with training after receiving a temporary or permanent profile after enrollment.

Temporary

Commanders may send Soldiers with temporary profiles, due to **Profile Exceptions** participation in OIF/OEF, to WLC. Soldiers must arrive with a copy of their current temporary profile and a memorandum bearing the commanders signature stating the profile exists as a result of injuries during participation in OIF/OEF. The Soldiers will train within the limits of their profiles.

Physical Requirements

Students must meet the following physical requirements during the course:

- Pass the APFT.
- Negotiate rough terrain under varying climatic conditions.
- Conduct, demonstrate, and lead physical fitness training.
- Walk a minimum of 3200 meters with Load Carrying Equipment (LCE) in a minimum of three hours.
- Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
- Carry 50 pounds combat load containing mission essential equipment.
- Occasionally lift and carry fuel, water, ammo, MREs, or sandbags.
- Low crawl, high crawl, and rush for three to five seconds.
- Move over, through, and around obstacles.
- Carry and fire individually assigned weapon IAW applicable regulatory guidance.
- Don Mission-Oriented Protective Posture (MOPP) gear.

Educational Goals

The training in WLC focuses on:

- Professional ethics.
- Leading, disciplining, and developing soldiers.
- Planning, executing, and evaluating individual and team training.
- Planning and executing missions and tasks assigned to teamsize units.
- Caring for soldiers and families.
- Self-discipline.

Graduation Requirements

To achieve course graduation requirements, the student must meet the minimum score as indicated:

- APFT (60% or better in each event).
- Land Navigation Evaluation (3 of 4 points) (70 %).
- Physical Fitness Training Evaluation (70%).
- Individual Training Evaluation (70%).
- Leadership Evaluations (Garrison and Field) (70%).
- Fully participate in the STX.

Curriculum There are three blocks of instruction: Leadership Skills, Training Skills, and War fighting Skills. The United States Army Sergeants Major Academy (USASMA) has designed an educational philosophy to challenge the students through a thorough academic regime. WLC tests the students' comprehension of the subject matter by Train the Trainer and performance evaluations. The course of instruction enhances those skills with which students are familiar and develop new skills that they need in the performance of their NCO duties.

Lesson Summaries:

A. Leadership Skills

(L221) Army Leadership:	During this lesson students will learn the Army leadership framework, the human dimension role in leadership, communication skills, problem-solving, leadership styles, and maintaining discipline. (8 hours)	
(L228) Conduct Developmental Counseling:	Students will learn the fundamentals and techniques of developmental counseling. They will prepare for and conduct a subordinate-centered counseling session producing a plan of action that focuses the subordinate on individual and unit goal accomplishment. This will take place during the PE centered in a role play counseling session. (5 hours)	
(L230) The Army Writing Style:	This lesson introduces the student to the Army writing style. The student will learn how effective Army writing transmits a clear message in a single rapid reading and is generally free of errors in grammar, mechanics, and usage. (2 hours)	
(L231) Commandant's Orientation:	The commandant welcomes the new students and provides them an orientation and briefing on the local SOP. His welcome includes a safety briefing and a standard of conduct expected while attending the course and introduces the staff and faculty. He also explains WLC graduation requirements, unscheduled training, NCOA standards, and local command policies. (Developed by local academy commandant) (1 hour)	
(L232) Introduction to WLC:	SGL's will provide the students an overview of the WLC and explain the objectives and course standards. They also discuss the course's content, explain the small group process, and cover study requirements and techniques. (2 hours)	

^{*} APFT EXCEPTION: Soldiers attending WLC with less than 90 days from returning from OIF/OEF are exempt from taking the APFT. Annotate on the DA Form 1059 in the APFT Remarks: GWOT.

^{*} Commanders may not supplement these course graduation requirements.

(1,00010)	
(L233IS) History of the NCO	This lesson teaches the student the historical progression and significant contributions that the NCO has made as he existed during the pre-Revolutionary War period, Revolutionary War, War of 1812, Civil War, World War I, World War II, Korean War, and Vietnam War. This is an independent study (IS) lesson. (0 hours)
(L234) NCO Evaluation Report	Students will learn how to perform the duties as a rater of a subordinate Soldier using the NCO Counseling and Support Form (DA Form 2166-8-1) and the Noncommissioned Officer Evaluation Report (NCO-ER) DA Form 2166-8. Students will participate in a graded PE, standards are GO / NO GO. (4 hours)
(L235) Sexual Assault	This lesson teaches the students the Army's sexual assault prevention and response program. They will learn about: sexual assault trends in the Army, chain of command responsibilities, types of sexual assault and influencing factors, right of victims and alleged perpetrators, individual responsibilities, procedures for timely reporting, and resources available for victims. (2 hours)
(L236) Personnel Recovery	This lesson teaches students the Army Personnel Recovery (PR) concepts and execution. They will learn PR terms and execution concepts, as a Warrior Leader, which upholds the Warrior Ethos by never leaving a fallen comrade. (1 hour)
(L237IS) Cultural Awareness:	The goals of this lesson teach the student a concept of culture and show how culture affects the contemporary organizational environment (COE). Students will study what culture is in general terms, the major and minor components comprising a culture, culture shock, and how culture factors affect military operations. This is an independent study (IS) lesson. (0 hours)
(L238) Battlemind for Junior Leaders:	The goal of this lesson is to teach the students about Battlemind leadership principles. Students will learn about Battlefield components, leadership approaches and their impact on Soldiers during combat. They will learn effective and non-effective leader actions and the reasons why Soldiers fail to seek mental health care.
	(1 hour)

Lesson Summaries

B. Training:

(T221) Composite Risk Management: (T222) After	This lesson teaches the student how to implement the risk management process to minimize the frequency and severity of accidents in the activities they will lead. They will learn the basic principals required implementing risk management, the five steps of risk management, the human behaviors that affect mission readiness, and the hazards associated with fratricide. (3 hours) Students will learn how to conduct an AAR and the importance of
Action Review:	the AAR process, by allowing all participants in an exercise to provide input into how well an exercise went, what the purpose of the training was, what went right, what went wrong, and how to improve. (2 hours)
(T223) Training Management:	This lesson will provide a basic introduction to battle focused training. Students will learn the Army's ten principals of training, training doctrine, Mission Essential Task List (METL) development process, the training planning process, and requirements for training execution. Also, the student will learn the NCO's training responsibilities, preparation necessary to conduct individual training, and training execution considerations. Students will prepare and conduct individual training. (10 hours)
(T224) Physical Fitness, Train the Trainer:	Students will learn the techniques and procedures needed in order to conduct the Army's physical fitness program. This lesson's primary focus is to enhance the student's knowledge of physical fitness and how to conduct a variety of fitness training exercises. This lesson offers the students the opportunity to actually perform the different exercises. (6 hours)
(T226) Supervise the Implementation of Preventive Measures Policies:	This lesson provides the students some of the most important aspects of training their subordinates in the medical threat and principals of preventive medicine measures. It teaches them that as an NCO it is their responsibility to ensure their soldiers maintain healthy during field operations. Students will learn preventive medicine measures for heat injuries, cold injuries, insects, poisonous plants and fruits, food and waterborne diseases and illnesses, noise hazards, and toxic chemicals (non-NBC). Students will learn to monitor their subordinates' personal hygiene and physical and mental fitness. (2 hours)
(T240) Suicide Prevention for Junior Leaders	This lesson focuses on the Army Suicide Prevention Program. It teaches how to recognize a fellow Soldier in distress and what you can do to provide buddy aid and leadership in preventing the disastrous effects on an impulsive decision. Suicide is a serious

subject. This training will show students how to recognize th	ie
warning signs and know how to react when faced with a	
potentially suicidal Soldier which can make suicide prevental	ble.
The instruction will also focus on the ability of the leader and	l
battle buddy to save a Soldier in distress. (2 he	ours)

Lesson Summaries

C. Warfighter:

(W221) Map Reading: RTP (SH-3) is Self- Study	This lesson provides the student with reinforcement training of some of the skill level one map reading skills and land navigation skills in a self-study format. The lesson will also teach the more complex skill level one skills. This lesson is a foundation for the land navigation lesson later in the course. Students will learn how to determine elevation, orient a map using a lensatic compass, determine direction, convert azimuths, determine polar coordinates, and intersection and resection techniques. (8 hours)
(W222) Combat Orders:	This lesson will teach students their troop-leading procedures and three types of combat orders—warning order, operation order, and fragmentary order. They will also learn the importance of conducting pre-combat checks. Students will learn to implement a squad level combat order by conducting troop-leading procedures, conducting pre-combat checks, and interpreting the commander's intent of a combat order. (4 hours)
(W223) Conduct Individual, Team, and Squad Movement Techniques:	Students will learn some basic techniques and procedures used to employ a squad-sized element in combat. They will learn the basics of moving a squad/team—using hand and arm signals—using the appropriate movement techniques in the proper movement formation based on the tactical situation. Students will also learn how to select a movement route using a map, conduct actions at danger areas, conduct security during movement and at the halts, and enforce detection prevention measures. (6 hours)
(W224) Occupy an Assembly Area:	Students will learn the procedures required to occupy an assembly area. They will learn how to prepare to occupy the area, move to the area, establish security, and defend an assigned sector. (4 hours)
(W225) Combat Operations:	Students will learn the basics of leading a team/squad in basic combat operations by reacting to contact, breaking contact, reacting to an ambush (far and near). (5 hours)
(W226) Land Navigation:	Students will utilize skills they learn from this lesson, coupled with the skills they learned in the map reading and conduct movement

	lessons. Introduces basic DAGR/PLGR operations and navigation from one point on the ground to another point while dismounted, using a lensatic compass during the day and night. Students will take a performance examination where they must find a minimum of three out of four points to graduate from WLC. (14.5 hours)
(W227) Situational Training Exercise:	Soldiers will participate in an end-of-course situational training exercise. SGLs will assign students to leadership positions where they will lead a section/squad. SGLs will evaluate the students in their leadership abilities and on how they use their troop-leading procedures and other leader skills they learned in the course. Also cultural awareness, personnel recovery and counterinsurgency scenarios are presented during the 96 hours STX. (96 hours)
(W228) Tactical Operations Reports:	This lesson teaches the student the format and use of the SPOTREP, Situational Report (SITREP), Explosive Hazard Spot Report (EH SPOTREP) and the Call for Fire/Adjust Indirect Fire reports. The student will utilize the reports during the situational training exercise at the end of the course. (2 hours)
(W229) React to a Possible IED:	This lesson provides the students with a base of knowledge of improvised explosive devices (IED); how they are made, employed, and the action to take when a soldier finds a possible IED, to include reporting the find using the Explosives Hazard Spot Report (EH SPOTREP). (2 hours)
(W230) Casualty Evacuation:	This lesson covers the basic fundamental procedures Soldiers must follow to plan, rescue, and assist with the safe, effective evacuation of injured and wounded Soldiers on the battlefield. Students will learn that the basic principle of first aid is to evaluate the casualty's injuries and administer first aid before moving them. (3 hours)
(W231) Detainee Operations:	This lesson provides the students with the understanding of how to handle and process detainees. Soldiers will learn how to search and restrain detainees guided by the warrior ethos, Army values, and U.S. military policy, to provide humane treatment and care to detainees from the moment of their capture until their eventual release. (2 hours)
(W232) Counterinsurgency (COIN):	This lesson provides the student with the principles and guidelines for counterinsurgency operations (COIN). Students will learn how to handle, the training of indigenous security forces during counterinsurgency operations. Students will also learn how to apply the appropriate leader and ethical responses to a given situation during counterinsurgency operations. (1 hour)

Lesson Summaries

D. Leadership Evaluations:

DEMONSTRATED
LEADERSHIP
PERFORMANCE
(GARRISON
ENVIRONMENT)

Instructors evaluate the students' leadership performances based on application of lessons learned and effectiveness in a garrison environment. No POI time allotted. Evaluation is continuous. Students must achieve a GO. This is a graduation requirement. PFN LS-EVAL1 does not receive POI time due to the fact the evaluations take place during the course when students are filling leadership positions while in garrison. Students may retest once on each performance examination.

DEMONSTRATED LEADERSHIP PERFORMANCE (TACTICAL ENVIRONMENT)

Instructors evaluate the students' leadership performances based on application of lessons learned and effectiveness in a tactical environment. No POI time allotted. Evaluation is continuous. Students must achieve a GO. This is a graduation requirement. PFN LS-EVAL2 does not receive POI time due to the fact the evaluations take place during the course when students are filling leadership positions while in a tactical environment (STX). Students may retest once on performance examination.

CHAPTER 2 ADMINISTRATIVE INFORMATION

Administration General

The purpose of this chapter is to provide you with basic information regarding the conduct of WLC. It is not intended to describe every possible situation, but will answer many of the most frequently asked questions. You are encouraged to ask questions about any matter that is not clearly understood. This will preclude problems from arising later.

Food Service

The Dining Facility (Bldg. S-2147) is located in the Academy area. Students must comply with published dining facility standards. No eating or drinking of anything without passing through the DFAC headcount. While in the dining facility:

- No smoking or using tobacco products.
- Remain at Parade Rest in the chow line.
- Do not place headgear on serving lines or tables.
- Do not eat or drink in the serving line.
- Place your tray at your table prior to getting your drinks.
- Place your tray in the dishwasher's window when finished eating to make room for other students.
- Do not remove food from the dining facility.
- Eating on Camp Jackson is restricted to the DFAC or the KATUSA Snack Bar only.

Visitation

Visitors will report directly to the SDNCO in Bldg. 2137 upon arrival. Students are responsible for the conduct of their visitors. Members of the student's chain of command may visit as necessary. Visitors are not allowed to disturb or interrupt training. Visitors are not allowed in the student billets. Sponsors and members of the student's chain of command **must be in duty uniform with BERET** to visit the student.

Lunch meal visitation: Students may have up to three lunch visitors per day. Only sponsors and members of the student's chain of command may have lunch with their student during visitation days, provided the student is not in the field and prior arrangements have been made with WLC Operations **at least 24 hours in advance.** Due to the size of the DFAC, the number of visitors is limited to 30 per day. <u>APPOINTMENTS ARE NECESSARY</u> and prior coordination with the WLC Operations at 732-7764 is required. The lunch meal hours are from 1215 – 1300. The student and quest(s) may dine in the KATUSA Snack Bar as well as the DFAC.

Visitation (Continued)

Special Visitations: Sponsors and members of the student's chain of command are encouraged to visit their soldier to provide motivational guidance whenever a student has failed a performance evaluation ie: PT EVAL, LAND/NAV or the APFT. Prior coordination with Academy Operations is required.

Privately Owned Vehicles

Students are not authorized to bring POVs to the course. Sponsors are responsible for transportation needs to and from the Academy.

Absences

Absence from your appointed place of duty is unauthorized. When enrolled in WLC, your place of duty during duty hours is Bldg 2105 (classrooms). After duty hours, your place of duty is Bldg 2167. WLC Cadre may authorize you to be at another location or as specified by the training schedule. If for some reason you find it necessary to leave your place of duty, you must utilize the Cadre chain of command for authorization. In all emergency cases, the Commandant is notified immediately.

- Only leaves of an emergency nature are granted. Students are disenrolled from the course and returned to parent unit for processing emergency leave. The student's unit arranges for transportation to and from Camp Jackson.
- Personnel going on leave upon completion of WLC must have a DA Form 31 approved from their parent unit.
- Prior to attending WLC, the student should make every effort to reschedule any appointments. Appointments not rescheduled will be dealt with on a case-by-case basis. As a rule, no outside appointments are honored while attending WLC.

Accountability

Due to the nature/structure of the course, 100% accountability is maintained at all times. Students will not leave their place of duty without the permission of WLC Cadre. Normally, a duty day is from 0500 to 2000. WLC Cadre and the training schedule will define the duty hours and after duty hours. The Cadre conducts accountability inspections on a random, unannounced basis after duty hours throughout the course. Failure to be accounted for as directed will constitute an absence from appointed place of duty (violation of Article 86, UCMJ).

You are authorized to use the break area, telephones, dayroom, and student weight room. These are the only other areas besides

Accountability (continued)

the sleeping area that the inspecting cadre will check when conducting an accountability inspection.

When TSA is identified on the Training Schedule during lunch & dinner meals, the Student <u>Platoon Sergeant</u> is authorized to allow six (6) students per platoon to use the KATUSA Snack Bar. However, no one is authorized to be at these locations after 2100. Unless supervised by WLC Cadre, drinking alcoholic beverages is **not allowed** at anytime during your stay at Camp Jackson as a WLC student.

Overhead lights will be turned off NLT 2300 daily until <u>0430</u> (first call). The SDNCO will conduct bed checks sometime after lights out. Everyone must be in bed until first call unless on a scheduled duty. No soldiers will leave their WLC living quarters (or step outside of their **living quarters building**) prior to 0430.

Accountability formations are held daily at 0455. It is mandatory for all soldiers to be in their assigned platoon formation prior to 0455; arriving to formations ten (10) minutes prior and time management will be enforced. Soldiers' living quarters will be left in a high state of readiness for all/any unannounced inspections.

Failure to comply with the paragraphs in this section will result in your being recommended for disciplinary release, and or receive punitive/non-punitive action.

Buddy System Policy

The buddy system establishes policy for the pairing of WLC Soldiers into teams for the following reasons:

- Mutual Support and assistance.
- Teaching teamwork.
- Development of a sense of responsibility and accountability for fellow Soldiers.
- Improving safety during training.
- Reducing the likelihood and opportunity for sexual harassment, misconduct, and suicide gestures or attempts.

Soldiers are introduced to the buddy team concept at WLC. All WLC soldiers are formed into two-person (same gender) buddy teams upon arrival at the Academy. Team members learn to help each other in all aspects of training. Buddy teams are formed on the following guidelines:

- Instructors will instruct all Soldiers on the purpose and rules of the buddy system.
- Buddy team changes from the initial pairing should be limited.

Buddy System (Continued)

 Buddy teams will not be required to attend sick call or personal appointments together. Cadre will pair other Soldiers of same gender who are also reporting to sick call. Prior to attending sick call, Soldiers must turn their weapon over to the SDNCO.

- Soldiers will march in groups of three to five at all times while in WLC; to include personal time during Training Support Activities (TSA).
- At no time will a WLC student be permitted to move around Camp Jackson alone.

Postal Service

Mail call is held once daily. A mail drop is available at the Mail Room located in Bldg. 2140. Your unit <u>must</u> forward your mail to you through MPS at the following address:

Student's name and rank Student number & Squad number Eighth Army NCOA Unit #15351 APO AP 96258-5351

Camp Jackson Facilities

AAFES Laundry & Tailor: The PX concession provides laundry and dry-cleaning services. All soldiers are required to present a neat military appearance. Alterations required for proper uniform fit can be accomplished at the tailor shop. The laundry and tailor shops are located on the 1st floor in Bldg. S-2170. Soldiers are authorized to pay \$55 (*price subject to change*) for unlimited laundry service (BDUs and Class A/Dress Blue only). The one-time payment is due prior to service and soldiers must present their receipt upon each laundry-service pickup or payment for render service will be due.

Barber Shop: The Barber Shop is located in BLDG. S-2102.

Post Exchange: The PX is located in Bldg. T-2126 and offers most items required by students. Some female apparel is kept in the back room and must be requested. Hours of operation are: Mon-Fri 1100-1400 and again 1700-2000. Sat-Sun 1200-1800. Uniform items are limited, but may be obtained by a want slip. **Students will not purchase alcoholic beverages from the exchange.** Checks can be cashed at the PX for up to \$300.00.

Stripes Club: The Stripes Club is located in Bldg. S-2125. This Club is off limits (unless soldiers are supervised by WLC Cadre).

Camp Jackson Facilities (Continued)

KATUSA Snack Bar: The snack bar is located in Bldg. S-2125; Available to utilize when **TSA** is identified on the Training Schedule. During lunch (TSA only) & dinner (TSA only) meals, the Student First Sergeant may allow no more than six (6) students per platoon to utilize this facility.

Telephone: You can make military phone calls from the Platoon Sergeant's Office, Bldg T-2131. No morale calls will be made without prior authorization through the Primary Instructor (PI) or the WLC Chief Instructor. Korea Telecom phones are located in the Stripes Club and next to the student barracks. Cell phones are **not authorized** from 0500-1830 hours except on Sundays. Use of cell phones **are authorized** in the Day room in the barracks only, assigned rooms and break area only; Soldiers are not authorized to utilize their cell phones in the stair landing area **or** walk around the billets utilizing their cell phones.

ATM: There is an ATM located in Bldg S-2137

Photo Charlie Shop: Offers professional photography services to all and is located in Bldg 2139.

Houseman Services: Offers bulk laundry, pressing, and boot shining services (per piece- price and one-time fees), and is located in Bldg 2139.

Basketball and Tennis Courts: Students are authorized to use these after duty hours at the discretion of the SGL, at their own risk.

Cadre Gym, Bldg 2168: Off limits to students.

Medical Services

The Aid Station is located in Bldg. 2170, bottom floor. Sick call hours are Monday through Friday from 0500 – 0600. The Primary Instructor (PI) will escort students to the Aid Station for sick call. After-duty or emergency sick call is conducted at any time. Report to the SDNCO and he will contact the Medics. Personnel returning from sick call will report to their squad and turn in their sick slip, DD Form 689, to their SGL.

Religious Services

Services are conducted at Camp Jackson. Time and location for services are posted on the training schedule or passed down through the chain of command. Students are not required to attend worship services. Those students will not be penalized or placed on details for not attending services. Please inform your SGL as soon as possible if you need special religious services. The Academy will coordinate through the supporting Chaplain to accommodate if possible.

Student Assistance

The WLC cadre and chain of command of the Academy are available to assist students with any problems (i.e., academic, personal, financial, spiritual, etc.).

- There is not a full time chaplain located on Camp Jackson; however the Cadre can arrange an appointment for a student to see a chaplain should the need arise.
- Unit sponsors will represent and support each student attending WLC. The sponsor's responsibility is to fully support the student he is assigned to sponsor. The sponsor should communicate with the student on a weekly basis. Visitation is encouraged.
- Sponsors are encouraged to bring or exchange equipment and clothing, and their student's mail to the SDNCO desk. Sponsors are required to be in a presentable duty uniform in order to see the student.
- A copy of the training schedule is posted in each of the student classrooms.
- Students are responsible for reading information posted on student Bulletin Boards in the morning and evening. Bulletin boards are located on each floor of Bldg S-2167 and in the student break area.

Grievances

All students have the right to present their complaints and/or grievances verbally or in writing anytime during duty hours. Students are highly encouraged to utilize their student chain of command for routine matters.

- The Wightman NCO Academy chain of command is: Instructor, Senior Instructor, Chief of WLC, First Sergeant, and the Commandant.
- The Commandant's Open Door Policy applies to all students.
 This is posted on the WLC Bulletin Board. If possible, all complaints will be handled by the Chain of Command.
- Inspector General: Each student has the right to see the IG; however, students are encouraged to go through the Academy chain of command to solve their problem before going further.

Academy Behavior Standards

Students will demonstrate proper military customs and courtesies. These include but are not limited to:

- Use correct titles of address as specified in AR 600-20.
- Extend military courtesy to seniors (both officers and enlisted).
- Extend courtesy to the U.S. Flag and Korean Flag.
- Render the hand salute and/or greeting of the day.
- Stand at parade rest when being addressed by an NCO, stand at attention when being addressed by an officer. THERE ARE NO EXCEPTIONS!
- In student barracks rooms, call "At Ease" whenever any WLC-Cadre NCO enters. Stand at "Parade Rest," until the NCO says: "At Ease."
- In student classrooms, call "At Ease" once in the morning when the SGL enters the room. In the evening, call "At Ease" when he departs for the day.
- Call "At Ease" if any Cadre enters the outdoor student break area.
- Do not call "At Ease" in the classroom, or anywhere a class or training is being conducted.
- Cadre and students will refrain from using profane language.
- Smoking is allowed in designated smoking areas only.
- Students will not wander around Camp Jackson with coffee cups, soda cans, sports drink bottles, etc. Do not bring any of these items to any training events.

Reporting to Cadre

Students will adhere to the following procedures when reporting to Cadre:

- Knocking loudly on the door.
- Enter when told to do so. Upon entering, assume the position of attention three steps in front of the center of the desk.
- Report as follows: "Sergeant, Student #____ reports" or "Sergeant, SGT (your last name) reports as ordered." (Do not salute).
- The Instructor will place the student at Parade Rest.
- Once dismissed, assume the position of attention, sound off with the academy motto of "Enter to Learn, Leave to Lead", execute "about face", and step off with the left foot exiting the office by the most direct route.

Appearance Standards (Garrison)

All Soldiers on Camp Jackson are expected to maintain a high standard of appearance IAW AR 670-1. The uniform for each day is posted on the training schedule. Changes are posted on the student bulletin board. The following applies:

- The Army Combat Uniform (ACU) is the duty uniform. Uniform appearance and fit will comply with paragraph 1-9, AR 670-1, and TM 10-227.
- When in garrison, students will carry assigned weapon and wear the beret (black or organization maroon or green beret), clean tan boots, clean ACU, ID card and ID tags.
- IAW AR 670-1 para 1-10 sub-para k (4), Soldiers will carry their headgear, when it is not worn, in their hands while wearing the service uniform. Soldiers are authorized storage of the headgear, when it is not worn, in the cargo pockets. For the purpose of uniformity throughout the academy, the beret will be hung on the hooks behind the desks in the classrooms while in class. While in DFAC, the beret will be and placed in right cargo pocket folded neatly so as not to present a bulky appearance.
- You can wear boots of your choosing, so long as they comply with AR 670-1 standards. Exception: Between 1 OCTOBER and 1 JUNE of the year, hot weather boots are not worn on Camp Jackson or into the training area – only the temperate ACU boots are permitted. In garrison, boots are cleaned daily.
- The Army IPFU is worn to and from PT, the billets, and student break area after the duty day. Elastic bandages, braces, and other devices are not worn with the IPFU unless prescribed by medical personnel (profile sheet required). Gray or black biker shorts (spandex shorts) are authorized as long as they are in compliance with AR 670-1.
- Wearing of jewelry will comply with paragraph 1-14, AR 670-1.
- Eyeglasses will comply with paragraph 1-15; AR 670-1, except only medically required/prescribed sunglasses may be worn.
 Nonprescription sunglasses or tinted/polarized prescription glasses are not authorized for wear in the Academy Area.
- Clothing worn or displayed will be properly fitted, clean, serviceable, and pressed.
- Civilian clothing is not worn while attending WLC. The only exception is for KATUSA Soldiers who are required to have a civilian suit for the Dining-In.
- Soldiers assigned to Airborne or Special Forces units are authorized to wear bloused boots with the Army Dress Green uniform when worn during WLC (not with the green dress uniform during the dining in).

Field Uniform And Appearance

Standards

The basic field uniform consists of the ACU top and bottom, boots, Army Combat Helmet (ACH), with two full canteens of water, socks, T-shirt

shirt, ID card and ID tags, notebook, pen or pencil. Additional equipment is worn or added as prescribed by the training schedule or cadre instruction.

- ACU is the only authorized uniform. They will be clean and serviceable.
- Cold weather/Temperate boots are mandatory for wear in the winter at Camp Jackson.
- Load Bearing Equipment (LBE) or Load Bearing Vest (LBV) is worn properly. All buckles and snaps are secured, waist belt fastened. Secure all loose cords, tape all buckles, silence all noisy metal-on-metal items, and subdue all shiny objects.
- Individual Body Armor (IBA) including the neck collar is required for wear as part of the Field Uniform.
- External Knee and Elbow pads will be worn.
- Camel-Bak® canteens are <u>not</u> optional items. They are mandatory for all seasons. No labels or logos are visible when wearing the carrier. Cover the Camel-Bak® logo with a sewnon nametag or cut off the logo tag.
- When worn, camouflage face paint is worn IAW STP 21-1-SCMT, task 052-191-1361(during winter months use of camouflage will be determined by the risk assessment).
- You will not wear a rag around your neck or any type of stocking cap on your head. Neck gaiters can be worn in the winter when authorized by the cadre.
- The ACH is worn with the chinstrap fastened always. You can remove your helmet when conducting After Action Review's, eating, or sleeping. Otherwise, it's on your head. Dew rags or patrol caps are not worn underneath the helmet. The only authorized cap that can be worn underneath the Kevlar is the fleece cap.
- Civilian style black backpacks are not worn in the field. The Army issues rucksacks if you need to carry things out of the gate.
- Finger-less or cut-off gloves are not worn. You may wear black leather gloves or black shells. Wool inserts are not worn without the shells. Nomex® flight gloves are not authorized.
- Ammunition is carried properly. All 5.56mm M-16 ammunition is carried in magazines. All 7.62 machine gun ammunition is carried in bandoleers, butt-packs or rucksacks. You will not carry linked 7.62 ammo in belts wrapped around your waist or shoulders.

Field Uniform And Appearance Standards (Continued)

 Soldiers allergic to insect stings carry the bee-sting kit in their left breast pocket with the red belt-tab extended for easy identification.

Classrooms

The small group leaders establish classroom norms. The emphasis of classroom conduct is to foster the best learning environment possible.

- Students maintain professional discipline and military bearing at all times.
- Students will not stand to keep awake in the classrooms.
- Classrooms are maintained in a high state of organization, cleanliness, and repair.
- Smoking (or using tobacco products) and eating in classrooms is prohibited. You may only have one cup of coffee or a cup of soda at your desk.
- No food or candy is allowed in the classroom at any time.

Maintenance of the Academy Area

The student chain of command is responsible for the upkeep and police of the Academy buildings and outside areas. Supplies or materials for maintenance can be procured from the Academy's supply room. Cadre Platoon Sergeant will appoint a Supply Liaison to control maintenance and utilization of supplies.

- Police call areas are policed as per cadre inspection guidelines.
- Put cleaning materials and supplies in the janitor's closet when finished using them. When not in use, buffers are secured.
- Store mops in mop racks **outside** when not in use.
- Except during clean up, don't move or tamper with the fire extinguisher in any way.
- Student leaders will inform subordinates of the time and place of any evening details to be performed.

Student details, except in unusual circumstances, are limited to the following:

- Police of assigned individual living area.
- · Police of assigned common areas in barracks.
- Police of assigned classroom.
- Police of WLC area.
- Academy HQs building clean up.

Prohibited Conduct

The following conduct is prohibited and can result in a release from the course or adverse counseling:

- Student-Faculty personal finance transactions of any type.
- Gambling, student-cadre, student-student, of any type.
- Possession and/or consumption of alcoholic beverages while attending WLC.
- Possession of unauthorized or unregistered weapons.
- Transporting of weapons in POV.
- Lying, cheating, stealing or dishonesty of any kind.
- Fighting.
- Tardiness.
- Loss of military bearing (physical/oral).
- Leaving the Academy/duty area without authorization.
- Fraternization: student/cadre or student/student.
- Conduct unbecoming of a Soldier, on or off duty.
- <u>ALCOHOL</u>: students or visitors will not bring alcoholic beverages onto Camp Jackson. WLC students do not consume alcoholic beverages during the course, unless authorized by the Commandant of 8th Army USA Wightman NCO Academy.

Fraternization

Cadre and students must conduct themselves in a professional manner at all times. Any action that gives even the impression of a personal relationship is wrong. Here are the rules:

- Neither Cadre members nor students will use their positions at this Academy to establish relationships.
- Cadre and students will not display affection at any time, which could be perceived unprofessional. Conduct such as kissing, petting or hand holding either in public places or in billets, concessions or classrooms is prohibited.
- Students will not engage in fraternization with other students or violate in any way the provisions of Article 134 (UCMJ).
- Social affairs, unless scheduled as part of the POI, are prohibited prior to graduation. The Commandant is the approval authority for social affairs.
- Dating between cadre and students is prohibited. Arranging dates after graduation is prohibited.
- Using first names for both cadre and students is prohibited.
- Making suggestive comments or using profanity by students or cadre is prohibited.

Harassment

Soldiers coming to this Academy as students must feel safe from harassment of all types. Making suggestive and offensive comments to any soldier is prohibited. Any Soldier observing or receiving harassment must report it to the chain of command as soon as the situation presents itself. Those who fail to report incidents will be considered as accessories to the incident itself. Physical abuse, verbal abuse, sexual harassment, or racial comments are treated as a serious incident and are reported to the Commandant within one hour.

Counseling

Students are counseled by their SGL several times during the course. As a minimum each student is counseled:

- Reception and integration counseling.
- After failing the APFT, LAND NAV, or a performance evaluation.
- Mid-course counseling.
- At any other time deemed necessary by the Cadre.

Replies By Instruction

A Reply By Instruction (**RBI**) is a method of corrective training by which an SGL assigns a written class pertaining to the infraction. The length and topic of the RBI will be determined by the issuing SGL and will be due to that SGL no later than first formation on the next day. An RBI must include; what was the infraction, when did the infraction occur, where did the infraction occur, what can be done to correct the infraction and the reference for the corrected action. Some examples of infractions include but not limited to:

- Barracks deficiencies.
- Improper displays.
- Uniform violations (AR 670-1 or Eighth Army).
- Unsatisfactory performance on any inspection.
- Inappropriate cadence calling.
- Improper execution of FM 3-21.5 (Drill and Ceremonies).

Spot Reports and Adverse Counseling

A "Spot Report" is a form of counseling. It is an "on the spot" form used by the cadre to conduct immediate written counseling for both positive and negative events. Cadre may issue spot reports or conduct adverse counseling as warranted within 24 hours of the infraction. Students with negative counseling or adverse spot reports are not eligible for academic achievement awards or graduation honors.

Minor Adverse Infractions: Student displaying a pattern of minor infractions will be referred to the Chief of WLC for counseling and consideration of release from the course. The Commandant will decide whether or not to release the student from the course. Examples include (but not limited to):

- Missing items from packing list after 72 hours of enrollment.
- Negligent discharge of a weapon. (1st offense: Student will be counseled by SSGL. 2nd offense: Student will be counseled by the Chief Instructor. 3rd offense: Student will be referred to the Commandant for elimination from course).
- Infraction of a camp rule.
- Unsatisfactory performance on any inspection.
- Unexcused lateness for class, formation, detail, training, etc.
- Failure to follow instructions.
- Inappropriate conduct (on or off duty).
- Inappropriate language (spoken, written, or body language).
- Unprepared for training.
- Loss or damage of government property (other than sensitive items).
- Smoking or dipping in unauthorized areas.
- Sleeping in class.
- Falling asleep while on security while in the field or on barracks monitor duty.

Major Adverse Infractions: Students receiving a spot report for a major infraction are immediately referred to the Chief of WLC for counseling and consideration of release from the course. The Commandant will decide whether or not to release the student from the course. Some examples include (but not limited to):

- Honor code violations (see chapter 5).
- Insubordinate conduct toward an officer or NCO.

Spot Reports And Adverse Counseling (Continued)

- Loss of a weapon or sensitive item.
- Failure to secure a weapon.
- Disruptive behavior in class or training.
- Failure to follow instructions resulting in an injury or safety violation.
- Willful or neglectful damage, destruction, or loss of government property.
- Improper association (fraternization) between students or student-cadre.
- Possession, use, or distribution of controlled items or contraband. This includes distribution of your own, or use of someone else's prescription medication.

Crime Prevention

• Unexcused absence from class, formation, detail, training, etc. Crime prevention is the responsibility of all personnel assigned to the Academy. Individuals are responsible for providing adequate locks for their wall lockers and duffel bags and must keep them locked when not in use. Individuals should not bring high dollar items (\$50.00 value or more).

In the event of a break-in or theft, the individual suffering the loss should immediately report the loss to an Instructor or the SDNCO and give all the details pertaining to the loss. Military Police are not notified without permission from the WLC Chief, First Sergeant or Commandant except in cases of extreme emergency.

Student Charge Of Quarters (CQ)

A CQ is posted between **2000** until *first call*. The primary responsibilities of the CQ are to ensure that no unauthorized personnel enter the building and to alert the occupants in the event of an emergency. The uniform for duty is the PT uniform. The student First Sergeant prepares and posts the CQ roster with Cadre guidance. The CQ keeps a DA Form 1594 (Duty Journal). All events or incidents are logged. The last CQ will complete the bottom of the form, sign it and give it to the SSGL over duty Platoon. The SSGL over duty Platoon will place 1594 in the Chief Instructors box no later than first formation. **No** one is exempt from this duty, regardless of position within the Student Chain of Command. Students on fireguard are authorized to wash clothes after hours but are **not** permitted to perform cleaning details.

Prohibited Items

Students are not authorized to bring or posses the following items at the Academy:

All items <u>not listed</u> on the Academy's packing list.

- Any type of privately owned weapon.
- Any single knife having a blade length more than 2 ½ ".
- Any single knife with a switch or automatic blade opener.
- Brass knuckles or any device fitting over the hand and used as a striking device.
- Blackjacks, slappers or related devices.
- Straight razors or razors other than normally used for shaving.
- Ammunition of any type (including fireworks).
- Homemade percussion type weapons or articles not associated with everyday use, which can be considered dangerous.
- Televisions, VCRs, and Camcorders.
- GPS satellite positioning devices.
- Drugs other than authorized prescription medicine or over-thecounter medicine available at exchanges.

Physical Security

The student is responsible for the security and maintenance of all assigned equipment and material. Physical security control measures include:

- The student is responsible for the proper security and safe handling of weapons, ammunition, and explosives.
- High dollar items must be recorded on DA Form 4986, and secured when not in use.
- Valuable items are secured prior to 0455 formations. One alarm clock per room can be left on display and will be centered on top of the refrigerator. If electric, alarms clocks may remain plugged in
- The safekeeping of valuables is a personal responsibility.
- Students will ensure that their duffel bag and wall locker are secured at all times.
- Prior to the STX, secure all items to include linen and shoes in your wall locker.

Weapon and Sensitive Item Security:

- Weapons are secured in the NCO Academy's arms room when not being used during training.
- During field training, individual weapons and sensitive items are accounted for at all times. There is a 100% accountability of sensitive items report to be submitted at 0500 & 1700 daily.
- Sensitive item reports are submitted before, during, and after a Situational Training Exercise.
- Within 30 minutes of the loss of the weapon or sensitive items, the Commandant is informed through the chain of command.
- Students on guard duty are responsible for all equipment in Assembly Areas during the STX.

Off limits Areas

Students are restricted from entering the following areas:

- Cadre barracks, 2nd through 4th floor Bldg. #2170.
- Cadre barracks Bldg. 2104.
- Senior Enlisted Barracks Bldg T-2171
- Bldg. #2166 (KATUSA and cadre billets).
- Security guard office.
- Headquarters building offices (unless on official business as directed by the SGL or SDNCO).
- Cadre Gym Bldg. #2169.
- Perimeter guard towers.
- Any cadre member's personal room.
- Any other student's room unless conducting an inspection or executing student chain of command responsibilities.
- Any other student's room after light's out.
- Any unoccupied rooms (if any) in the barracks.
- Barracks boiler rooms.
- 25-meter firing range.

Inspections

The cadre and student chain of command will conduct daily inspections of the barracks, common areas, and all police call areas to ensure high standards are maintained. (See chapter 7 for Barracks Inspection Standards). The barracks are subject to inspection at **any time**.

An in-ranks inspection is conducted daily unless otherwise directed by the training schedule. Individual deficiencies are noted and the student is required to make the necessary corrections. During inclement weather, the squad will conduct their inspection in the billets.

Formations

Formations are conducted IAW FM 3-21.5 and occur at designated or unannounced times. Attendance is mandatory and only Cadre can authorize an absence. Under normal conditions, students will march at the position of attention. When icy road conditions prevail, formations are marched at "Route Step." Horseplay or unprofessional conduct will not be tolerated under any circumstance.



CHAPTER 3
INSTRUCTIONAL INFORMATION

In order to graduate from WLC, each student must pass all performance evaluations. This is to measure the progress of the students, the quality of lessons, and the effectiveness of instruction. Students may not utilize any computerized dictionaries or other computer-type devices during Classroom Instruction.

Performance Evaluations:

- Garrison Leadership Evaluation: Evaluates the student's leadership performance based on ability to apply leadership doctrine and effectively lead classmates in a garrison environment.
- <u>Field Leadership Evaluation:</u> Evaluates the student's demonstrated leadership performance based on application of lessons and effectiveness as a leader in a tactical environment.
- <u>Army Physical Fitness Test:</u> Soldier must demonstrate the ability to pass the APFT IAW FM 21-20.
- <u>Physical Fitness Training Session:</u> Evaluates student's ability to properly conduct a Physical Training (PT) session per FM 21-20.
- <u>Individual Training Session:</u> Evaluates student's ability to train soldiers on an individual task. (CTT related)
- <u>Land Navigation:</u> Evaluates student's ability to navigate from one point on the ground to another using a map and a compass. Students must correctly find 3 of 4 points in the time allowed.

Grading

Performance Evaluations: You will receive either a GO or NO GO for all performance evaluations. Additionally, each event is converted into a point value, which is used in computing the student academic average. You are **NOT** allowed to use a cue card during a performance evaluation (i.e. a 3 x 5 index card).

Retraining and Retesting: If you fail a performance evaluation, your own SGL will retrain you. Retesting will be done within 24 hours (**utilizing your own notes**). If you pass, the maximum score attainable is 70%. For the purpose of computing grade point averages, the grade points scored on the first attempt are used to compute the GPA. You must attain a minimum standard of 70% as a GPA to graduate.

Grading (Continued)

Students who fail to meet established TRADOC test standards after two separate evaluations (i.e., original test and one re-test), with the first failure followed by reinforcement training and reviewed by the Commandant, can be dismissed from the course for academic failure.

Academic **Evaluation** Report

Academic evaluation performance summary is designed to portray the accomplishments and potential that an individual demonstrates while attending the course. A student's performance is assessed based on academic average, APFT score, performance evaluations, total soldier concept, adherence to Academy policies, and leadership ability.

Based on the performance assessment criteria, students will receive one of the following ratings:

A. Exceeded Course Standards: For those students whose overall course achievement is significantly above the standards of the course. This category is restricted to those students who are considered deserving by the Commandant, but will not exceed 20% of the class enrollment. The following guidelines represent the minimum considerations for this rating:

- Displayed superior performance, Army values, and the "Whole Soldier Concept" throughout the course, and
- Received first-time "GO" on all performance evaluations/APFT, and
- Have an **overall** grade point average of 90% or higher on the combined requirements, and
- Have a SUPERIOR rating in three or more rated "DEMONSTRATED ABILITIES" blocks, Block 14, DA For 1059,
- Did not receive any adverse developmental counseling, and
- Presented superior military appearance and bearing throughout the course.

NOTE: If more than 20 percent of the students exceed course standards, use student grade point average in descending order (highest to lowest) to determine class standing. Use the actual APFT score for breaking any ties.

B. Achieved Course Standards: For those students, who achieve course standards, but do not meet the above criteria, the

following guidelines represent the minimum considerations for this rating:

• Have an <u>overall</u> grade point average of 70% or higher, this includes all performance evaluations/APFT, **and**

- Have not received more than two adverse developmental counselings (neither for the same offense-excludes counseling for academic shortcoming), and
- Have as a minimum, a satisfactory rating in Demonstrated Abilities in Block 14b, c, and e, of the AER.

C. Marginally Achieved Course Standards: For students who achieved course standards but do not meet the above criteria, the following guidelines represent the minimum considerations for this rating:

- Have received a minimum of "Satisfactory" ratings in block 14b, c, d and e, but required retesting on fifty percent or more course graduation requirements, failed to meet the APFT requirement, failed to meet the Height Weight Standards IAW AR 600-9, or
- Received three or more adverse developmental counseling's (excluding counseling for academic shortcomings). Refer these students to the Commandant for dismissal consideration, or
- Students whose personal characteristics, behavior, attitude, conduct, or overall performance does not justify dismissal, but warrants documentation.

D. Failed to Achieve Course Standards: criteria.

- Failed to meet any course graduation requirement, or
- Dismissed from the course IAW regulatory guidance.

Graduation

Upon satisfactory completion of the Warrior Leader Course, a graduation ceremony is held to recognize those students who have successfully met all course requirements. Upon graduation, each student receives as a minimum:

- Academic Evaluation Report (AER) DA Form 1059.
- Certificate of Graduation.

The graduation ceremony is held at Camp Jackson on KATUSA Field. For inclement weather, the ceremony takes place inside of the Bubble Gym. Graduations are student–led, with students filling key leadership positions. You are encouraged to invite guests.

Graduation Honors

Distinguished Graduate: This graduate is the student who demonstrated superior academic achievement through the "Whole Soldier" concept. This graduate must meet the following prerequisites:

- All criteria for the Commandant's List Graduates, and
- Have highest overall academic average, and
- Have no adverse developmental counseling.

On graduation day, the DG receives: The Army Achievement Medal, a statue (*or* plaque) from the Academy, a trophy from the Noncommissioned Officers Association, a certificate and a coin from the 8th Army CSM, and a Letter of Commendation and a coin from the Commandant.



★ IAW AR 600-8-19, the Distinguished Graduate is awarded 15 promotion points.

Honor Graduate: The student with the second highest academic average is selected as the Honor Graduate. This graduate must meet the following prerequisites:

- All criteria for the Commandant's List Graduates, and
- Have second highest overall academic average, and
- Have no adverse developmental counseling.

On graduation day, the HG receives: A certificate of Achievement, a certificate and a coin from the 8th Army CSM, a Letter of Commendation and a coin from the Commandant, and a trophy (or plague) from the Association of the United States Army.

ROKA Gold Tiger Award Recipient: The student with the third highest academic average is selected as the ROKA Gold Tiger Award Recipient. The Gold Tiger Award Recipient must meet the following prerequisites:

- All criteria for the Commandant's List Graduates, and
- Have third highest overall academic average, and
- Have no adverse developmental counseling.
- U.S. and KATUSA students are eligible for this award.

On graduation day, the recipient receives: A certificate from the ROKA Support Group, a certificate and a coin from the 8th Army CSM, a coin from the Commandant, and a plaque from the Korea Chapter of Veteran's of Foreign Wars.

Graduation Honors (Continued)

ROKA Silver Tiger Award Recipient: The student with the fourth highest academic average is selected as the ROKA Silver Tiger Award Recipient. The Silver Tiger Award Recipient must meet the following prerequisites:

- All criteria for the Commandant's List Graduates, and
- Have fourth highest overall academic average, and
- U.S. and KATUSA students are eligible for this award.
- Have no adverse developmental counseling.

On graduation day, the recipient receives: A certificate from the ROKA Support Group, awarded a plaque and a coin from the 8th Army NCO Academy, and a certificate and a coin from the 8th Army CSM.

Commandant's List: These graduates will not exceed 20% of the class enrollment. These graduates must have "EXCEEDED COURSE STANDARDS" rating in block 13a of the AER.



★ IAW AR 600-8-19, Commandant's List graduates are awarded five promotion points.

Tie Breaking: In the event of a tie, the Commandant will use the APFT score as a tiebreaker for these honors.

Commandant's Inspection Winners: All students undergo a rigorous inspection with emphasis on appearance and military knowledge. Finally, two students are selected; one U.S. Soldier and one KATUSA Soldier and are awarded a certificate and coin from the 8th Army CSM. The Commandant's Inspection Winners must meet the following prerequisites:

- Have no adverse developmental counseling or Spot Reports.
- Can not be in receipt of a "Marginal" or "Failed" DA Form 1059.

Iron Person Award Winner: The Iron Person winner is the student who scores the highest on the APFT. In the event of a tie, the extended scoring system IAW FM 21-20 is used. In the event of a tie on the extended scoring system, the final GPA will be used as

the tie breaker. The physical fitness winner receives a Physical Fitness Certificate, a Letter of Commendation and a coin from the Commandant, a certificate and a coin from the 8th Army CSM, and a trophy from the Sergeants' Major Association.

Graduation Honors (Continued)

Distinguished Leadership Award: There is only ONE leadership award recipient. Eligible nominees appear before a board. The board will designate the Leadership Award to the nominee who receives the board's highest evaluation. The nominee must meet the following prerequisites:

- Have received no adverse counseling, and
- Having a SUPERIOR RATING in Block 14c (Leadership Skills) on the AER DA 1059, and
- Selected by peers with final recommendation by SGL

The Distinguished Leader receives a Certificate of Achievement, a Letter of Commendation and a coin from the Commandant, and certificate and a coin from the 8th Army CSM.



★ IAW AR 600-8-19, the Distinguished Leader receives ten promotion points.

Physical Fitness Training Achievement: Each student who achieves 270 or higher on the APFT with a minimum of 90 points in each event is recognized. These students receive a Letter of Commendation from the Commandant.

Study Hall

Study hall is very important and is mandatory for all students. The SGLs must allow the students to prepare just as they prepare for the next day's class. Students **must** study the required TSP material prior to the presentation. The Commandant will ensure enough SGLs are present so that each student gets the required assistance. Proper supervision is a judgment call reserved for the Commandant.

Training Attendance

Attendance at training events is mandatory for all students. Any student who has an official or medical appointment, quarters, or any emergency that causes a student to miss four hours (special circumstances will be considered on a case-by-case basis by the Commandant) of programmed instruction will considered for release from the course. The training is critical and time does not permit the student to recover before moving on to other subject material.

Student Chain Of Command

A student chain of command is designated and rotated periodically, allowing each student the opportunity to perform in a minimum of two leadership positions. The student leaders are responsible for the actions of the students in his squad. Student leaders exercise normal authority and responsibilities in the execution of their appointed command functions. Students will cooperate and obey the orders of those appointed above them. Failure to cooperate with or disobeying directives of the student Chain of Command may result in adverse actions such as dismissal from the course or adverse comments entered on the student's DA Form 1059 (AER). Student leaders are easily recognizable due to the wearing of the brassard on the left arm of the duty uniform and brass pin-on rank on centered on the road guard vest while wearing the IPFU.

Student First Sergeant

The student First Sergeant is not a rated position for the purpose of meeting USASMA requirements. Students selected for this responsibility is done so based solely upon assessed academic strengths (so that the additional responsibility does not interfere with academic requirements). The student First Sergeant's duties and responsibilities include:

- Control, discipline, and appearance of the class.
- Make "on-the-spot" corrections when necessary.
- Assign platoon areas of responsibility for daily maintenance.
- Ensure that the assigned platoon areas are clean and orderly.
- Ensure that the class arrives at the proper place at the appointed time with all required materials and equipment.
- Conduct formations, inspections, and movement of the company to and from various areas as prescribed by the training schedule.
- Maintain awareness of the status of each member of the class and report that status correctly at formations.
- Ensure that all students are familiar with current Academy policies and information posted on the student bulletin board.
- Ensure that all class members and chain of command are aware of details as assigned by Cadre for any given evening.
- Conduct meetings with Cadre and student chain of command as necessary to ensure responsibilities are understood and carried out properly.

Student Platoon Sergeants The same rating and selection information as prescribed for the Student First Sergeant applies to the Student Platoon Sergeants, They are selected by the platoon's senior cadre. The student Platoon Sergeant's duties and responsibilities include:

- Responsible for the actions of the platoon.
- Keep the student squad leaders informed of any changes.
- Ensure that the student squad leaders are properly performing their duties and are aware of their responsibilities.
- Ensure the platoon is at the proper place at the proper time and in the proper uniform.
- Receive status reports from student Squad Leaders and submit them to the student first sergeant and Cadre.
- Designate and oversee any student details that the platoon is responsible for.
- Supervise the daily conduct of police call.
- Keep the Cadre informed of any disciplinary, personal, or other problems within the platoon
- Request and receive supplies from the Senior Instructor on a weekly basis
- Report barracks/classroom deficiencies to the Cadre
- Make "on the spot" corrections.

Student Squad and Team Leaders

These positions are evaluated in accordance with the Army leadership framework for the purpose of meeting course requirements. Duties and responsibilities of the Student Squad and Team Leaders include:

- The discipline, training, welfare, morale, control and tactical employment of the squad/team.
- Maintain the squad/team's equipment and area. Report deficiencies to the Student Platoon Sergeant.
- Render accurate and up-to-date status reports at all formations.
- Continuously account for squad personnel.
- Supervise daily police call.
- Make "on the spot" corrections.

While in leadership positions, students are rated on a GO / NO-GO basis and receive point values used to compute GPA on the following areas:

Garrison Leadership Evaluation:

- The seven Army values.
- Decision-making.
- Developing subordinates.
- Communicating with others.
- Building the team.
- Operating in the unit.

Student Squad And Team Leaders (Continued)

Tactical Leadership Evaluation:

- Troop Leading Procedures.
- Mental attributes.
- Physical attributes.
- Interpersonal skills.
- Conceptual skills.
- Tactical skills.
- Communicating skills.
- Decision-making.
- Motivating subordinates.

CHAPTER 4 ELIMINATION FROM THE COURSE

Administrative Release

Administrative release from WLC is determined by the Commandant on a case-by-case basis. Reasons for release include compassionate transfer, emergencies, unit recall or other reasons beyond the control of the student. The student is eligible to return to the course as soon as the situation is resolved. Administrative releases are not adverse in nature.

Medical Release

Medical release is a type of administrative release and is determined by the Commandant on a case-by-case basis. Reasons for a medical release include injury or illness resulting in unreasonable delay and/or loss of training time, or being prohibited from participating in any required training. Medical releases are not adverse in nature. Released students may return to the course as soon as the condition is resolved.

Academic Release

Academic release is based upon failure to achieve a GO on any performance evaluation within two attempts.

Academic releases are considered adverse IAW AR 600-8-19, soldiers failing required NCOES for cause or academic reason will be removed from the promotion standing list. A soldier eliminated for academic reasons may re-enter the course when both the unit commander and the Commandant determine that the student is prepared to successfully complete the course and the soldier is once again in a promotable status. Students released for Academic reasons receive an Academic Evaluation Report DA Form 1059 with adverse comments.

Disciplinary Release

Disciplinary releases are determined by the Commandant on a case-by-case basis and are considered adverse in nature. Disciplinary releases include (but not limited to):

- Violations of Academy policies or Army regulations.
- Lack of self-discipline or motivation.
- Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).
- Violations of the Student Honor Code System.
- Any conduct unbecoming of a Noncommissioned Officer.
- Absent from appointed place of duty, i.e. formation/classes etc.
- A Student receiving excessive spot reports or adverse counseling (three or more) is considered a habitual offender and recommended for release from the course.

Disciplinary Release (Continued)

 Any unsafe action that endangers self or another student, resulting in an injury or illness and/or loss of training time.

Other reasons as determined by the Commandant.

Students released for disciplinary reasons are not allowed to return to any NCOES Course for a period of six months. Additionally, soldiers eliminated for cause may be barred from reenlistment, receive non-judicial punishment, or be reclassified (Ref AR 350-1). Additionally, the soldier is removed from the promotion standing list (Ref AR 600-8-19) and receives a DA Form 1059 AER with adverse comments.

Appeals

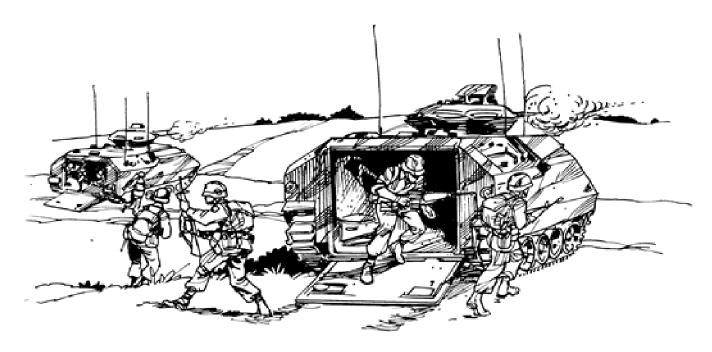
Any student released from the course has a right to an appeal. An appeal is a request to the Commandant to reconsider his decision to release the student from training. Other appeal information includes:

- The student will acknowledge by endorsement within 2 days receipt of the written notification of dismissal action. The endorsement must indicate whether or the student intends to appeal the dismissal action.
- If a student decides to appeal, he immediately returns to training until the matter is decided.
- If the student elects to appeal, he must submit an appeal statement within 7 days after receipt of the written notification of dismissal action. Appeals will be submitted to the Commandant.
- After receiving the student's written request for an appeal, the Chief of Training submits the entire packet to the SJA for legal review.
- The SJA review is the attorney's opinion on the legality of the packet and the reasons for dismissal. It is not the final decision as to the disposition of the appeal, but rather an unbiased legal opinion based on the items included in the packet.
- After the SJA review, the Chief of Training hand-carries the entire packet to the Commandant. The Commandant reviews the packet, considers all mitigating circumstances presented by the student in the written appeal, and renders a final decision. The Commandant may choose to allow the student a third retest or dismiss the student from the course.

Returning to WLC After Being Released

A note about returning to WLC after being released: You are subject to your unit's discretion as to when or if you will return to the Academy to complete the course. This Academy does not control whether or not you return to training. You will have to be reentered on your unit's order of merit list and wait your turn. Soldiers released as academic or disciplinary releases are removed from the promotion standing list for failure of NCOES course (ref AR 600-8-19). Those soldiers have to be re-recommended for promotion and return to the unit promotion board before being added to the unit order of merit list. These soldiers also must provide proof of retraining, verified by their current unit commander before reenrolling.

Students released before graduation (for any reason) are required to start from the beginning of the course when returning to training.



CHAPTER 5

CHAPTER 5 STUDENT HONOR CODE SYSTEM

General

Honor is the guiding principle of every endeavor involving the profession of arms. Integrity (honesty) is an expected basic attribute of every soldier. In keeping with this basic concept, the following honor system is established.

Academics

All presentations and tests must be your own work. This is not to preclude or prohibit you from working and/or studying together. The work of the individual students must reflect their own originality and techniques. Honor violations of the section include, but are not limited to:

- Cheating.
- Altering a test and/or test answer sheet.
- Copying and/or using someone else's work as your own.
- Compromising the land navigation course by asking other students for help to find the correct point. Note: You are briefed prior to taking the land navigation evaluation that any form of communication (either verbal or nonverbal) with another student while on the course constitutes a violation of the honor code.
- Possessing or distributing pre-marked maps of the Land Navigation Course or list of stake grid coordinates.
- Using a GPS on the land navigation performance evaluation.

Personal Conduct

All actions of the student must be in keeping with the highest standards and conduct of the noncommissioned officer. Whether on or off duty, student actions must set an example of conduct above reproach. Honor violations of this section include but are not limited to:

- Lying or dishonesty.
- Theft, stealing, or gambling or using gambling machines.
- Consumption of alcoholic beverages during duty hours.
- Possession, distribution and/or use of any illegal or controlled drug/substance at any time.
- Student-faculty personal financial transactions of any type.
- Possession of any unauthorized weapon or the unauthorized transportation of a weapon in a POV.

Personal Conduct (continued)

- Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).
- Failure to comply with written or oral instructions, regulations, or SOPs.
- Rendering a false report.
- Any action, which shows a lack of motivation on the part of the student.
- Any disregard or blatant violation of military customs and courtesy.

Personal Rights

All interaction between students must create a climate of teamwork and professional cooperation, where the rights and dignity of the individual soldier are preserved. Honor violations of this section include but are not limited to:

- Fraternization.
- Sexual harassment.
- Disregard for human relations and/or equal opportunity policies.

Reporting Violations

Students who commit a violation of the Honor System must report the violation immediately to any Academy cadre member. A student witnessing or having first-hand knowledge of a violation must report the violation, even if the person who committed it did not. Any student having knowledge of a violation and fails to properly report it is also guilty of violating the Honor System.

Consequences

Violations of the student Honor System are not tolerated. A student in violation of any provision of this system is subject to disciplinary release. In all cases, the Commandant determines student releases under the provisions of the Honor System.

Wightman NCO Academy Honor Code

The concept of the Honor Code among soldiers evolved centuries ago when individuals first banded together in order to establish a system for defending their land and property. Through the years, servicemen and women have grown from small bands into well-organized groups. In all such groups, leadership positions and Honor Codes have developed within them. Leaders established guidelines and regulations, which were carried out and enforced by their subordinates.

Subordinates also relied on the honesty and integrity of their leaders. This situation persists in our present day Army. Leaders still rely on the honesty and integrity of the soldier, and your word is accepted as truth. If your actions are such that honesty and integrity may be questioned, then the leader not only jeopardizes his/her position and status, but the position and status of those who work for them. The basic concept of the Honor Code is that a noncommissioned officer does not lie, cheat, or steal. In its most practical application, it means that an individual's word is his/her bond. Attendance reports are presumed to be correct since noncommissioned officers render them to officers.

The Wightman Noncommissioned Officer Academy Honor Code system operates on the principle that integrity is an essential attribute. It is not designed to stifle individual academic freedom, preclude the sharing of knowledge, or interaction with fellow students; however, all graded requirements, oral, written, or hands-on must be an individual effort.



As a leader and student, I will always tell the truth and keep my word.

I am above dishonesty, cheating, quibbling, and evasive statements.

I will always respect the property rights of others and the government.

I am aware that my signature is my bond.

If I violate the Honor Code, I expect neither immunity nor special treatment.

I am honor bound to report any breach of honor that comes to my attention

As a Noncommissioned Officer, I desire responsibility and expect accountability for my actions.

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CHAPTER 6 ACADEMY SAFETY

General

SAFETY IS FORCE PROTECTION. Force protection is an integral part of mission accomplishment by including risk assessment and risk management in the decision making process. Risk assessment/management eliminates unnecessary risk, minimizes fratricide, and avoids accidental injury to soldiers and damage to equipment. Force protection responsibilities continue around the clock, both on and off duty.

Safety in training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (FMs 7-0 and 7-1). Leaders must commit to accomplishing missions without unnecessarily jeopardizing lives and equipment. Leaders must recognize unsafe behavior while making prudent decisions and developing operational processes to minimize hazards.

On Camp Jackson

Everyone is a safety officer. Everyone must identify risks and risky behavior makes corrections, and implements control measures. Safety is not taken lightly—this is serious business. Here are some general guidelines:

- No horseplay anywhere. If you have that much energy, do PT.
- Use tub mats provided for your tub. The tubs are slippery.
- Use water from approved sources only. The water from faucets on Camp Jackson is safe to drink. The water refill points are behind the dining facility and at the water plant next to the classrooms.
- Use caution while using the basketball court and tennis court off-duty. An injury on the court could result in an early release from the course as a non-graduate.

Weapon Safety

Weapons, loaded or unloaded, can cause injuries or death to you and those around you.

- CLEAR your weapons upon entering ALL facilities.
- Inspect ammo before loading into magazines. Only blank ammunition is used in WLC. If you find any live ammunition, report it to your SGL immediately.

Weapon Safety (continued):

 Using a blank firing adapter is required. Ensure it is mounted properly.

- Weapons are on SAFE always, unless intentionally firing the weapon.
- Keep your finger off of the trigger unless you are intending to pull the trigger and fire the weapon.
- When engaging other Soldiers using blank ammunition, the minimum safe firing distance is 25 meters. If you have to shoot any closer, do not fire the weapon and announce "SAFETY KILL."
- Clear your weapon by ensuring it's on safe, removing the magazine, pulling the charging handle and locking the bolt to the rear, having your battle buddy visual inspect the chamber and yell "CLEAR" when the weapons is clear .Clear your weapon before entering any buildings. Use the clearing barrel provided.

Summer Hazards

Summer season poses challenges to those stationed in Korea and attending this course. Heat can kill you and fellow soldiers if you are not careful. The Academy operations section monitors the Heat Index hourly. Your cadre will give you specific guidance about modifying the uniform or adjustments to the work-rest cycle depending on the heat category. Heat safety includes:

- Hydration drink water even if you are not thirsty. Drink up to, but not more than 1 ½ quarts per hour, no more than 12 quarts per day. Every soldier has the responsibility to hydrate.
- Water is the best liquid to hydrate your body. Soft drinks and sports drinks are loaded with sugar, and are not nearly as good at hydrating you body as water is.
- Avoid activities in the direct sunlight if possible. Work in the shade.
- Adjust clothing for maximum ventilation. Un-blouse boots, open shirt buttons, wear LBE open (Cadre will direct these measures as necessary).
- Rest as often as possible. Save energy. Perform strenuous details in the cooler parts of the day if possible.
- Salt tablets or salt supplements are not required and unauthorized while in WLC. Your food has sufficient salt to accommodate your bodily needs. Use a little extra table salt on your food and you will be fine.

Summer Hazards (continued):

Other summer season hazards:

- Monsoons typically occur in the summer months. Flash flooding can happen rapidly. Be prepared to move quickly from low ground and maintain 100% accountability of your personnel at all times.
- Lightning frequently accompanies summer storms. Once a lightning alert is given, move to low ground. Lower all antennas on radios and turn off the RT. Ground weapons and metal equipment and move away from them. Be alert for flash flooding while in low ground and be prepared to move quickly.
- Malaria Prevention: All students attending WLC between the Months of May-September are required to have their uniforms treated with Permethrin to help protect against exposure Malaria.
- Insect stings can kill you if you are allergic to them or are stung enough times. If you are allergic to insect stings, you must also carry a bee-sting kit with you in the field. Kits are carried in the left breast pocket with the red belt tab extended so others can identify you as being allergic to insect stings.
- Wild animals and loose dogs are in the training area. Avoid these animals and they will avoid you. Don't play with them or attempt to capture them.
- Use caution when negotiating rough terrain in the training area.

Winter Season Hazards

Winter season in Korea poses unique and tough challenges to the Soldiers training here. True cold weather injuries are rare here, but can happen to those who are not careful or ignore risk reduction measures. Avoid becoming a cold weather casualty:

- Dress loosely and in layers. Loose clothing traps air pockets, which insulate against the cold. Several thinner layers of clothing insulates better than one or two thick layers.
- Don't overdress. Overdressing will cause you to get too warm, sweat, and then your clothing will be wet. Wet clothing does not insulate you against the cold. Ventilate by opening clothing to avoid overheating while doing strenuous work. You can become a heat casualty in the winter.
- Keep your head covered. You loose body heat very quickly through an exposed head. Exposed flesh may freeze when exposed to extremely cold air. Exercise to get blood flowing faster to carry core body heat to the extremities and exposed face and head.

Winter Hazards

(Continued)

Keep face covered as much as possible.

- Change wet clothes immediately. Change damp socks often while in the field. There is no reason why you should not be able to change socks 2-3 times per day while in the field at WLC. Damp socks can cause trench foot and frostbite. Change your T-shirt when it becomes damp with sweat.
- When getting into your sleeping bag, dress down. Don't wear all of your cold weather clothing into your sleeping bag. Your bag is designed to keep you warm enough with just your underclothes on. Don't wear your boots inside the bag. Take them off; put them in the bag with you so they will dry out.
- Hydrate. It is just as important to keep your body fluids up in the winter as it is in the summer. Ensure you continue to drink water.
- Eat your meals. You need all the calories you can get in the cold weather. Your body burns fuel rapidly to stay warm in the winter.
- Avoid caffeine and tobacco products. Both cause the blood vessels to constrict, reducing the flow of warm body core blood to the extremities.

Other winter season hazards and tips:

- Skin freezes to metal. Wear gloves when handling metal items.
- Snow and ice make Camp Jackson a slippery place in the winter. Use caution when running or marching troops on the roads. March troops at "route-step". Sweep sidewalks of fresh snow before people trample it down and turn it into rock-hard ice.
- Outside stairwells freeze and are slippery. Use handrails.
- Canteens freeze in the winter. Full, frozen canteens will split
 the plastic, ruining your canteen and leaving you without water.
 Fill your canteens to just below full. At night, put one of your
 canteens inside your sleeping bag with you to keep it from
 freezing.
- In extreme cold, metal turns brittle and can shatter like glass when struck sharply with a rock or other metal.
- Keep your weapons clean and dry. Excessive lubrication will freeze and cause your weapon to malfunction.
- Use your sleeping mat or air mattress between your sleeping bag and the ground. Add leaves and dry grass below that to add additional insulation between you and the frozen earth.

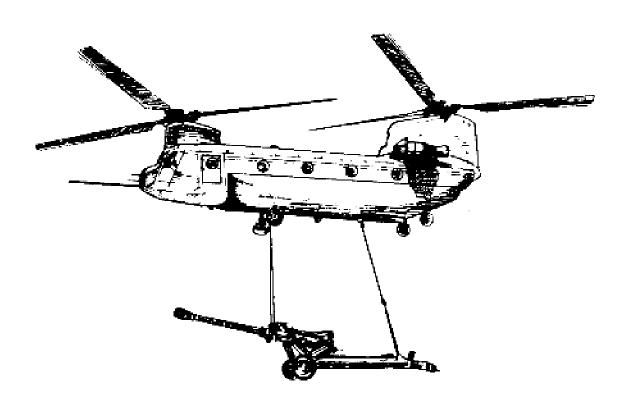
Winter Hazards

(Continued)

Keep your nose and mouth outside the sleeping bag; avoid breathing into the bag. Your breath contains moisture. If you breathe continuously into your sleeping bag, your bag gets wet and does not insulate you against the cold. Additionally, carbon dioxide is hazardous if you breathe it for extended periods of time. Your body will generate enough heat inside your bag to keep your exposed nose and mouth from freezing.

Consequences

Any disregard of a safety measure that result in an injury or illness of a Soldier (to include you) is considered a safety violation. This chapter is meant to address many of the safety concerns at the academy; however, it would be impossible to list every possible safety concern or violation possible. Violation of safety measures can result in adverse counseling, an adverse spot report, disciplinary release from the course, and/or recommendation for UCMJ punishment. Additionally, it could result in an injury or worse, a death of a soldier. That soldier could be you.



CHAPTER 7 STUDENT BARRACKS STANDARDS

General

Maintenance and upkeep of Army facilities is a responsibility of the Noncommissioned Officer. The standards for upkeep or your room and barracks are purposefully high. This is to reinforce an age-old trait (skill) of the NCO: **Attention to Detail**. You are given simple, written instruction of what the standards are. An NCO (your SGL) will show you exactly what these standards are. You are expected to follow these guidelines explicitly. As a student leader, you are expected to enforce these guidelines explicitly. You are evaluated on your ability to follow simple, written instructions. As an NCO, you cannot be expected to enforce simple instructions if you can't follow them yourself.

These stringent standards also reinforce teamwork. You are not expected to do all the work yourself; you do have roommates. If three soldiers can't accomplish a simple mission like taking care of an assigned room and property, then they surely cannot be expected to take care of **SOLDIERS**, the Army's most valuable resource.

Your cadre will demonstrate standards of proper maintenance and display of clothing and equipment during the first 72 hours of of this course.

Maintenance Guidelines

You are evaluated on your ability to follow the instructions in this chapter daily and during the Commandant's Inspection. Do not embarrass yourself!

- All inspectable items such as billets, police area, break area, classroom, latrine, field equipment, uniforms, lockers, etc., are prepared for inspection prior to first formation, daily.
- Walls, floors, and baseboards are cleaned daily.
- Latrine is cleaned daily.
- Refrigerator is cleaned daily and defrosted as necessary.
- Use only the cleaning materials issued by the Cadre to clean the barracks. Use no other items. Trash can lid is stored under trashcan. Trash cans remain right side up, emptied, and trash liner replaced by first call formation.
- Open curtains in room everyday prior to first call formation, curtains are flush with the sides of window walls.
- Window is open approximately one inch in winter months and closed summer months.

Barracks Rules

Here is a list of general rules that apply in the student barracks:

- No beverages, food or candy will be consumed inside the barracks (other than the Dayroom area).
- Authorized refrigerator items include Gator Aid, Sports Drink, water, or hard candy (soft candy or chips of any kind are unauthorized; these items maybe consumed inside of the Dayroom or Break Area only)
- The Dayroom and Weight Room both close at 2100 Hours daily, during PCC for the Commandant's Inspection and during Barracks Maintenance so that they may be cleaned.
- Turn off all lights when the billets are unoccupied.
- Do not remove or tamper with fire extinguishers.
- Do not move or remove furniture from the room.
- A complete and appropriate uniform is worn when not in the billets. Students may wear IPFU (complete and appropriate) while off duty in the barracks.
- During personal time, you can use cell phones and MP3/CD players when inside your barracks rooms (not in the hallway).
 Music devices with headphones only. No Portable TVs.
- No smoking or dipping in the barracks. Use tobacco products in designated areas only.
- Care should be taken when cleaning boots and shoes in individual rooms, hallway, laundry room or outside. Clean after yourself
- Do not use furniture as an ironing board. Ironing boards are located in each floor's laundry room.
- Safeguarding of valuables is an individual responsibility. Ensure your locker is secure before leaving your area. Locks will have two keys or be a combination-type lock. All items are locked up in a wall locker except those items displayed outside of the wall locker. Secure your property before going to bed.
- Lock your doors at night when you go to bed.
- Male Soldiers will not enter female Soldier rooms without knocking and being told to enter. Male and female Soldiers will not be in the same room at the same time with the door closed at any time. Students will not enter unoccupied rooms.
- No items except those mentioned in this chapter may be displayed, i.e.; pictures, items left on the desk, etc.

Bunks

Bunks are made daily with issued linen, blankets, and comforters.

 The comforter is draped over the bed and pillow covering all four corners of the mattress. No exposed sheets or blankets are visible when the comforter is in place. The comforter is not tucked underneath the pillow.

Bunks (Continued)

• The blanket is made tight without visible wrinkles; 45 degree angle hospital corners are used when making the bed.

- The pillow is centered at the head of the mattress and placed under the comforter so it cannot be moved.
- The pillow of the single bed will be positioned closest to the **door**; the pillow of the *top* bunked bed will be positioned near the **window** and the pillow of the *lower* bunk will be positioned near the **door**.

Footgear

Footgear is placed at the end of bed along the frame facing away from the wall in the following order:

- Boot display belongs at pillow end.
- Combat boots are dressed with the outside edge of the bed leg.
- Military dress shoes (Low quarters, oxfords, and/or pumps) on line with the combat boot.
- Running shoes on line with low guarters.
- Shower shoes on line with the running shoes.
- Displayed boots and low quarters are highly shined and dusted daily.
- All laces are tied in a bowknot and tucked into the footgear. (Refer to FIGURE 8 and FIGURE 9)
- A 5 X 8 index card will be placed in the spot where shoes would be when they are turned to the Houseman only.



★ If you possess more footgear than can be displayed on the front row, begin second row two-inches behind the front row in a like-manner of display.

Desk

(Refer to **FIGURE 3**): The desk is cleaned and dusted daily.

- All desk drawers are closed completely unless told to do otherwise.
- During the Commandant's Inspection, all three drawers will be opened in a **staggered-pattern**. The chair will be placed upside down on top of the desk.
- Student books are stacked in two columns on the first shelf of the desk. If a single column is displayed, it will be dressed to the left of the shelf. They are stacked by size--largest on the bottom to the smallest on top with the binder side facing out so you can read the name of the manual.
- The desk lamp is plugged in with any excess electric cord routed through the access hole behind the desk.

Desk (Continued)

 The only authorized items that may go on top of the top shelf are religious materials and framed personal pictures that are in good taste.

Inside the Fold-Down Writing Surface

The interior portion of the desk contains the brass card layout. (Refer to **FIGURE 5**): Place the two 5"x8" brass cards (**FIGURE 4**) centered from left to right with the base of card number 2 flush against the hinge of the panel. Place card Number 1 one-inch above card Number 2. Shoulder cords (if applicable) are on the left side of the brass cards, centered between the cards and the left edge of the surface. If displaying two cords, place the second cord on the right side of the cards in a like manner. The black tie (male) is folded in half once and then a second time and placed centered above the brass cards, with the point facing toward the viewer's right. The dress belt is rolled and placed above the tie with the brass tip pointing left (brass tip OUTSIDE of roll). The belt is secured with a paper clip so it will not unroll. The brass belt buckle is placed on top of the belt with the opening end to the right. For U.S. male soldiers, the black bowtie is placed to the right of the rolled belt and buckle. For U.S. female soldiers, delete the necktie and bow tie, substituting the black neck tab instead. The drawer is pulled down at all times. The only exception will be during the Commandants Inspection, the drawer will be closed!

Desk Drawers

The top draw: Place one of three of your brown towels inside the top drawer, folded so it covers the bottom of the drawer. Refer to **FIGURE 6** and display the following items:

- Underwear (male or female): Folded to a width of six-inches then rolled. The running end of the underwear is placed on the bottom of the roll so it is not visible.
- Washcloths (brown): Folded to a width of six-inches then rolled.
 The running end of the washcloth is placed on the bottom of the roll so it is not visible.
- Towel, brown: Folded three times to a width of six-inches then rolled. The running end of the towel is placed on the bottom of the roll so it is not visible.
- T-shirt, white: Folded to a width of six-inches then rolled. The running end of the T-shirt is placed on the bottom of the roll so it is not visible.
- T-shirt, brown: Folded to a width of six-inches then rolled. The running end of the T-shirt is placed on the bottom of the roll so it is not visible.

Desk Drawers (Continued)

 IPFU T-shirts: Folded to a width of six-inches then rolled. The running end of the T-shirt is placed on the bottom of the roll so it is not visible.

- IPFU trunks: Folded to a width of six-inches then rolled. The running end of the trunks is placed on the bottom of the roll so it is not visible.
- Spandex trunks (optional): Displayed same as IPFU trunks.
- White PT socks: Individually rolled and stacked.
- Socks, black, dress: Individually rolled and stacked.
- Socks, black, wool, cushion-sole: Individually rolled and stacked.
- Bras (female): Folded neatly.
- Half-slip (female): Folded to a width of six-inches then rolled.

Second and Third drawers: These drawers are for personnel storage. These drawers are neat and clean at all times.

No stamps, checkbooks, money, medical records, or cell phones are left unsecured, in the desk, or in the desk drawers. **Lock up your valuables inside your wall locker**.

Latrine

This is easy since there are six of you to make sure it gets done right.

- Leave the shower curtain opened 2 inches at each end to allow air to circulate.
- No personal items or cleaning supplies i.e. shampoo or soap will be left in the tub or shower area.
- Drain plug is on the outside edge of the tub.
- Toilet is cleaned daily; the seat is up.
- Latrine door is open during the duty day (except when in use).
- Shower curtain, wall, tile, bathtub and floor are cleaned daily.
- Tub mat draped over tub's outer edge.

Towels

Three-person room: Two towels are hung on the lower portion of the hook on the door and are <u>not folded</u>. The washcloth is hung in the same manner as the towel except it is hung on the upper portion of the hook on the door. The third towel is displayed on the towel bar next to the sink (smooth side up). This towel is folded in thirds, lengthwise; then it is folded in half, twice then placed evenly on the towel bar. The washcloth is folded in thirds and then placed center of the towel on the towel bar. For a two-person room, hang towels and washcloths on the door hooks.

Vanity Area

Sink and vanity area:

- Sink is clean and dry; drain plug open.
- Medicine cabinet is utilized for personal hygiene items and is displayed IAW **FIGURE 1** of this chapter.
- Storage cabinet under the sink contains laundry bags and a small ironing board (if used). Laundry bags are stored using the student left to right rule.
- Clean under cabinet daily.
- The area above the sink is to be used to store items such as detergent, irons, etc.
- When utilized, laundry bag will be tied, knotted, excess strings wrapped around laundry bag, and knot tucked, and facing towards the rear of cabinet
- When not utilized, laundry bag will be folded in thirds and placed neatly under the vanity cabinet.

Wall Lockers

Wall lockers are displayed IAW **FIGURE 2** of this chapter.

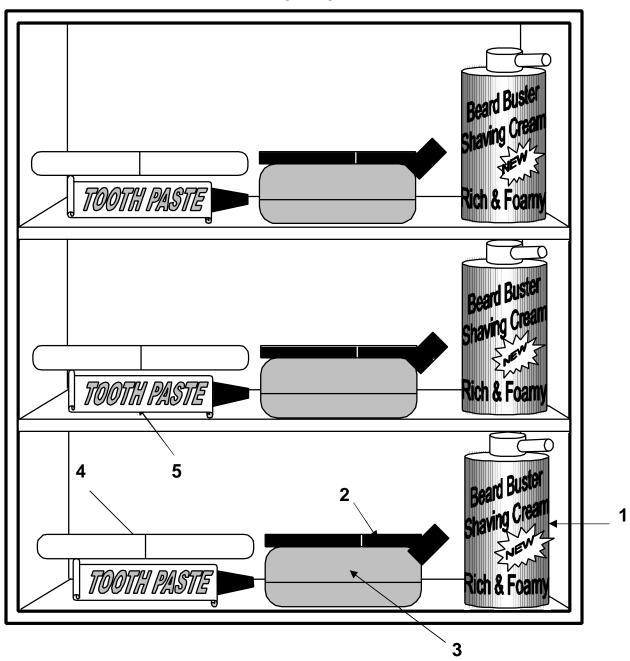
- All clothing is displayed with all buttons buttoned as worn and all zippers zipped (buttons facing outward).
- The **IPFU** is displayed inside the wall locker **during** the Commandant's Inspection.
- Place a 2-inch separation between each hanger on the rod.
- Place all empty hangers to the far right of the clothes rod with approximately 1" separation between hangers (total hangers utilized and empty will not exceed 14).
- Rank should not be pinned on uniforms or headgear while they are displayed inside the wall lockers
- The LBE or LBV is wrapped around the ACH inside the wall locker (straps over Kevlar). Snaps and cases are closed.
- The rucksack is displayed lying on the frame inside the wall locker. All straps are secured and neatly tucked into the rucksack. All snaps on the rucksack are secured.
- The IBA is laid flat on the bottom of the wall locker, next to the 3 drawer chest, collar towards the back wall, so the nametape can be read.
- The three-drawer chest is for storage of personal items. All items are stored neatly inside the drawers.
- Outside of the wall locker on the upper left corner of the left door place your student roster number in the placard provided to you by your SGL.
- If only two students occupy a room, the 3rd wall locker can be used for storage and must remain locked and secured at all times. The room commander assumes responsibility of that wall locker.



Note: The PT uniform is hung on a hanger outside of the right-side wall locker door after it has been worn. During winter months, the IPFU sweat suit uniform (jacket with pants) will be hung on the right side; the long-sleeve shirt with shorts will be hung on the left.

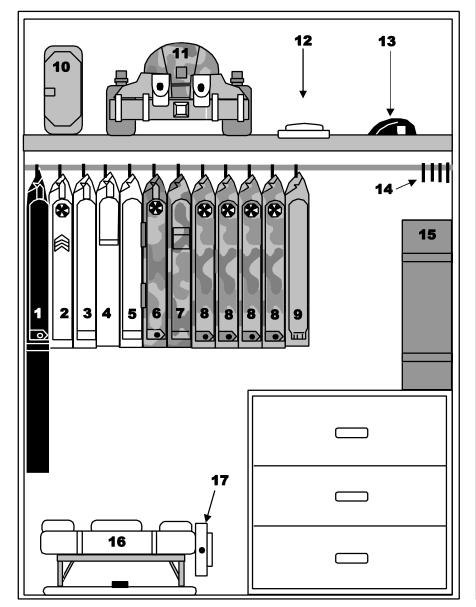
Duffle Bags	Duffel bags are displayed on top of the freestanding wall locker. The opening of the duffel bag is facing away from the wall and is secured with a lock. All straps are tucked underneath the duffel bags. The outermost flap will be facing downward and all clasps will face in the same direction.
Bulk Storage	All excess items, extra duffel bags and civilian luggage are labeled with student's name, roster number and are stored in the baggage room.

FIGURE 1: MEDICINE CABINET



- 1. SHAVING CREAM
- 2. RAZOR (ELECTRIC OR BLADE)
- 3. SOAP DÌSH WITH SOAP IN THỂ DISH
- 4. TOOTH BRUSH INSIDE TOOTHBRUSH CASE
- 5. TOOTH PASTE

FIGURE 2: WALL LOCKER



LEGEND:

- 1. Coat, black, all-weather (Black dress gloves in personnel drawer).
- 2. Coat and slacks, Army Green uniform (Class A).
- 3. Shirt, LS AG 415 (male) and Skirt, (female) (skirt, AG 489 goes under shirt). Displayed as worn.
- 4. Shirt, SS, AG 415 (male and female). Displayed as worn.
- 5. Shirt, white, commercially purchased. Displayed as worn.
- 6. Field Jacket, camouflaged or digital pattern. Displayed as worn.
- 7. Jacket, ECWS, Gortex.
- 8. ACU. Displayed as worn.
- 9. IPFU jacket and trousers.
- 10. Protective mask in carrier.
- 11. Helmet (inside LBE/LBV) and LBE/LBV (straps over Kevlar).
- 12. Black PT cap folded (work gloves and inserts under cap).
- 13. Beret (standing).
- 14. Extra coat hangers
- 15. Mat, foam, sleeping.
- 16. Rucksack (lying down) containing all rain gear, M-16 cleaning kit, blank adapter, gloves with inserts.
- 17. E-tool (lower right).

The PT uniform that has been worn will be hung on a hanger on the outside door on the right side.

During winter months, the sweat suit will be hung on the right side and the short/shirt will be hung on the left.

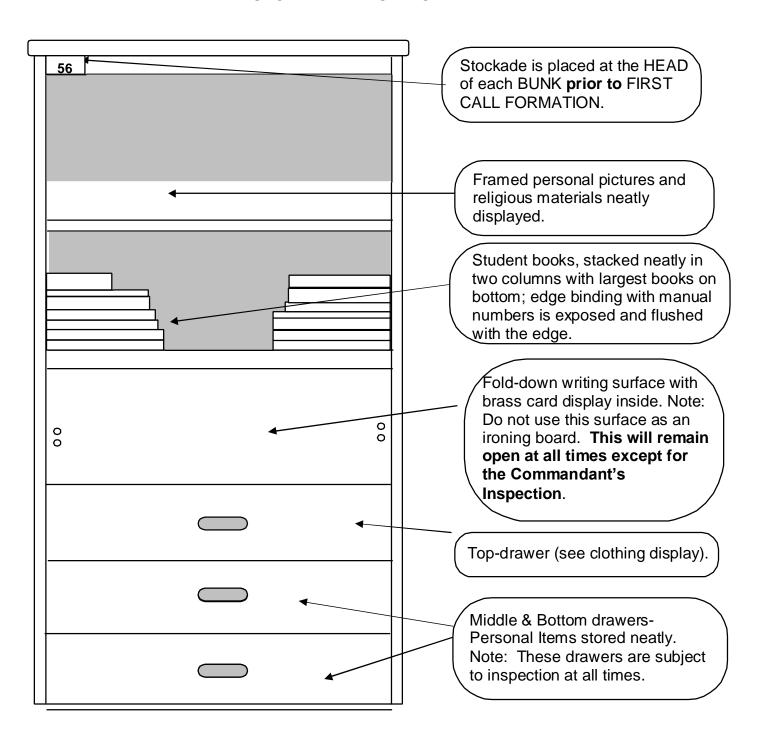
If an item is turned in, the cleaning slip is hung on a hanger reflecting the location of an item.

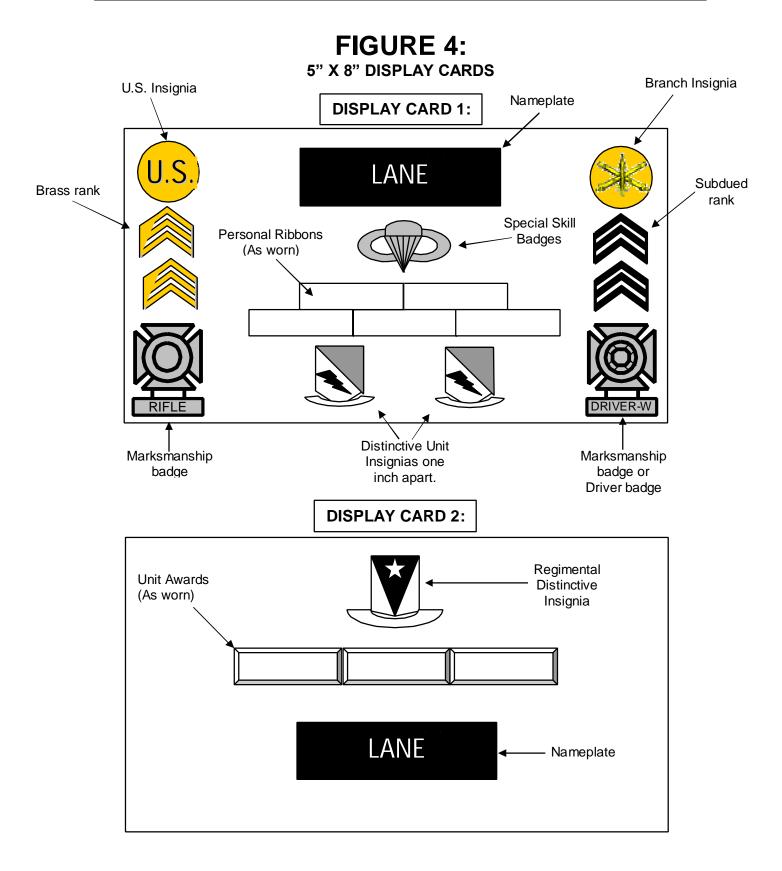
All buttons will be buttoned as worn. Students have until the end of Day 4 to accomplish this.

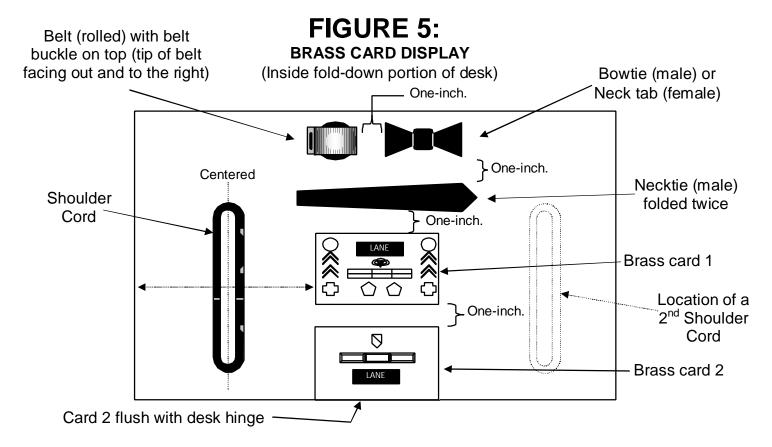
Notes:

- Place a two-inch separation between hangers with clothes on them.
- Place all excess hangers to the far right of the clothes bar with approximately 1/2" separation between each.
- Coat, black, all-weather is hung at full length, not folded in half. Displayed as worn.
- KATUSA Soldiers hang civilian suit and slacks in place of Class A coat, and hang civilian shirt in place of AG 415 shirt. Displayed as worn.
- If three-drawer chest is on the left side of the wall locker, the display will be set up opposite.
- Buttons on pants will face outwards

FIGURE 3: SECRETARY DESK DISPLAY







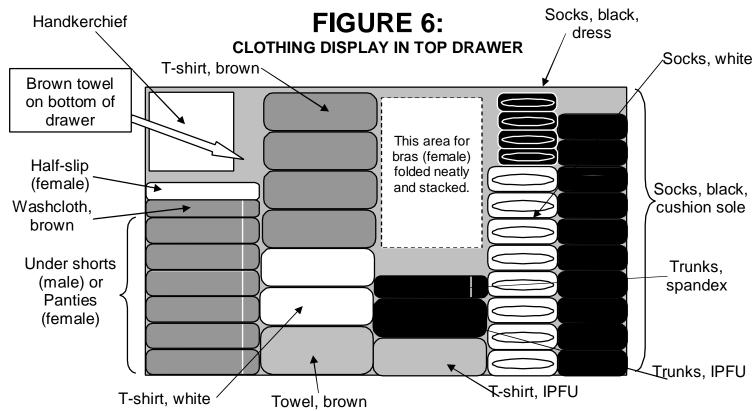
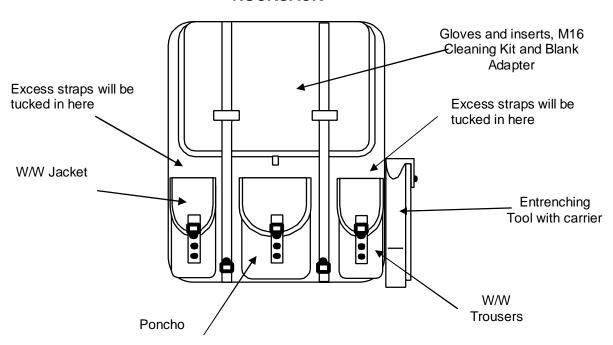


FIGURE 7: WLC FIELD GEAR

RUCKSACK



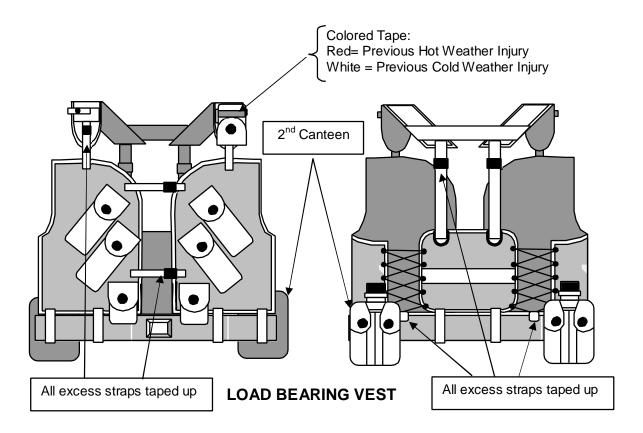
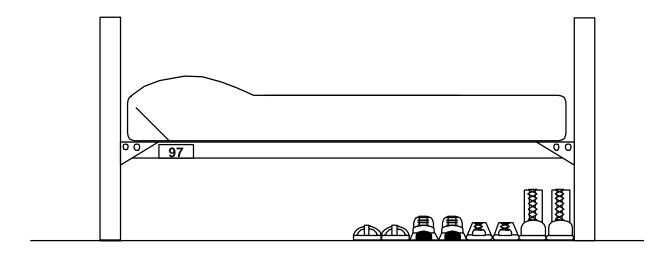


FIGURE 8: SINGLE-BED DISPLAY



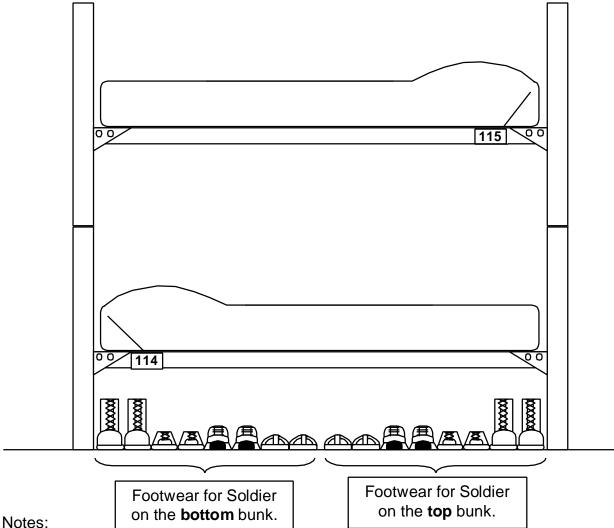
Notes:

- 45-degree folds on all sheets and blankets underneath the comforter.
- Comforter draped on top, tucked in underneath the bedsprings. Corner at head of bed has a 45-degree fold on the comforter. The comforter is not tucked under the pillow.
- The pillow is centered at the head of the mattress and placed under the comforter so it cannot be moved.
- The pillow of the *single bed* will be positioned closest to the **door**.
- Student roster number, provided by the SGL, is placed inside the placard on the bed frame at the head of the bed.
- The first pair of shoes is aligned with and touching the bedpost at the foot of the bed.
- Order of display is: Boots, Low quarters or Oxfords, Pumps (female), PT running shoes, shower shoes. KATUSA students will place their civilian shoes in place of the low quarters.



If you have additional footwear, you may display a second row of footwear behind the front row. All Displayed footwear is clean and shined; all laces tied as worn.

FIGURE 9: **BUNK BED DISPLAY**

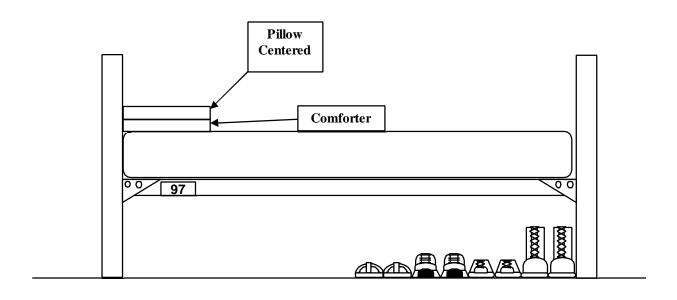


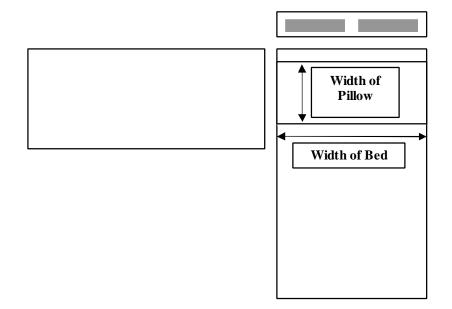
- - The pillow is centered at the head of the mattress and placed under the comforter so it cannot be moved.
 - The pillow of the top bunked bed will be positioned near the window and the pillow of the *lower* bunk will be positioned near the **door**.
 - Student roster numbers, provided by the SGL, will be placed inside plastic placards.
 - Boot display belongs at pillow end.
 - The first pair of shoes is aligned with and touching the bedpost at the foot of the bed.
 - Order of display is: Boots, Low quarters or Oxfords, Pumps (female), PT running shoes, shower shoes. KATUSA students will place their civilian shoes in place of the low quarters.



If you have additional footwear (or displays are forced to touch due to width of both student's footwear, place the shower shoes ONLY, behind the PT running shoes), you may display a second row of footwear behind the front row. All Displayed footwear is clean and shined; all laces tied and tucked as worn.

FIGURE 10: LINEN DISPLAY





- 1. Bed(all items on the bed)
- 2 Seeping Pad/Mat
- 3. Mobiliar Steeping Bag (complete)
- 4 CPOGLEDICE (MOPP)
- 5 CPOGTrouxers (MOPP)
- 6. GortexJacket
- 7. Gortex Trousers
- 8 WetWeetherJecket
- 9. WetWeetherTrousers
- 10. Rondro
- 11. WetWeetherBeg
- 12 Landy Bag
- 13 LBV (with 1st AidPouch)
- 14. Rudsack (with frame)
- 15. Kevlar (complete and placed on top of rudesad)
- 16 NBCMækerdCarrier (mækplæædontapdi carrier with DAForm2404)
- 17. NBCGoves (fddinhalf areantapaf each other; INSERTS under NBCBack Goves)
- 18 Carteen (placed on top of cover with lideper)
- 19. Canteen Cover (placed under canteer)
- 20. Canteen Cup
- 21. Carrier E-Tool (takeout etcol &place it on the top of the etcol carrier)
- 22 Overshoes Rubber
- 23. Upper Receiver
- 24. Charging Hande
- 25. Lower Receiver (with DAFarm 2404 placed underneath)
- 26. Bolt Carrier Group
- 27. **Sing**

NOTES

Items4thru12must be12indres

- Thecarteen, etcol, and nask are placed ontop of carriers
- The gloves will be fedd in helf.
- Layout should be set up so that when you stand in front of and facing the bedyou will have the mask and the Kevlar on your left.
- Thekevlarisplaceantqpdftherudsadk

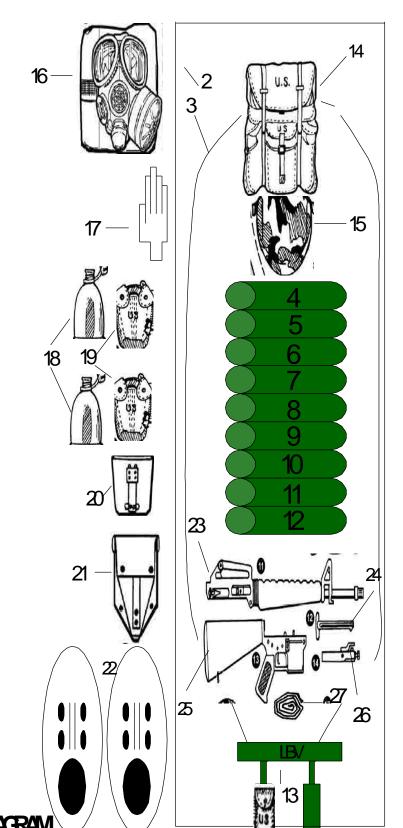


FIGURE 11: WILCTASDLAYOUTDIAGRAM

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CHAPTER 8 STUDENT DINING-IN

General

Each class conducts a formal Dining-In during the final portion of the course. As a noncommissioned officer, you are expected (due to your position) to participate in social activities that build teamwork, camaraderie, esprit de corps, and/or welcome new leaders or honor outgoing leaders of the unit. Your participation reflects on who you are and whom you represent. If you display immature behavior, or your standard of off-duty dress is inappropriate for the occasion, then senior leaders may question your ability to make "other" simple choices in life and in the Army. If your behavior is mature and you dress appropriately for the occasion, then you will reflect favorably on the NCO corps, your unit, and the Army. Remember, these affairs are often hosted and attended by officers and senior NCOs in your chain of command. A poor showing at one of these events may lead them to question your ability to make rational decisions pertaining to leading soldiers of the unit.

History of the Dining-In

The Dining-In tradition originates from our ties with England. The British mess was a contrasting source of satire, upheaval and solemn formality; an instigator of dueling and horseplay; a reason for living standards above one's means; and development of long-lasting customs and traditions.

The Dining-In tradition arose in the 18th century. In those days there were no barracks. Troops were billeted wherever lodging was available. The custom of dining together was especially useful in large units where many officers might not normally come in contact with one another. During these dinners, they were brought together in a fraternal atmosphere. The mess, besides entertaining guests in the surroundings of traditions and customs of the regiment, served to make the officers aware of the luxuries of life.

The U.S. Army's <u>Officer's Manual</u> published in 1929 gives evidence of the U.S. Regimental Mess System of the period. It stated the main purpose of the regimental mess was to promote cordiality, comradeship and Esprit de Corps. There was considerable formality at the dinner and formal attire was worn—customs derived from European messes of the time. Also in the tradition of European armies, the mess was a place of proper atmosphere and

History (Continued)

was recommended that it be a repository of trophies and souvenirs collected during the service of the regiment. When the formal part of the meal ended, smoking was in order when the presiding officer received his cup of coffee. No officer was allowed to leave the table without making his excuses to the presiding officer. The chaplain was directed to say grace before dinner was served and guests were always introduced to the presiding officer before the meal.

The tradition of the Dining-In continues in today's Army. The Dining In is compared to a military reception, as far as its purpose and function are concerned. Therefore, when invited, you should consider your attendance as obligatory and your absence should occur only for those reasons for which you would be excused from any military formation.

Attire for the Occasion (Permanent Awards Only)

U.S. Male Soldier's attire: The Army green dress uniform is worn to the WLC Dining-In. It is composed of the Army green coat and trousers, commercial long sleeve white shirt with black bow tie, black oxford shoes and black dress socks. Headgear is not worn to this event. Other items not allowed with the Army green dress uniform are bloused jump boots, distinctive unit insignia on shoulder loops, leadership tabs, MP accessories and brassards. Full size medals may be worn on this uniform.

U.S. Female Soldier's attire: The Army green dress uniform is worn to the WLC Dining-In. It is composed of the Army green coat and skirt, commercial short sleeve white shirt with black neck tab, and black service pumps. Headgear is not worn to this event. Other items not allowed with the Army green dress uniform are slacks, bloused boots, oxford shoes, and distinctive unit insignia on shoulder loops, leadership tabs, MP accessories and brassards. Full size medals may be worn on this uniform.

KATUSA Soldier's attire: A civilian suit is worn to the WLC Dining-In. As a minimum, this means dress slacks, clean dress shirt with necktie, sport coat or jacket, and appropriate shoes. (This requirement is due to the fact that KATUSA soldiers are not issued a service or dress uniform.)

*

Soldiers who posses the Army blue dress uniform may substitute it for the green dress uniform.

Sequence of Events

The format of the traditional Dining In is used. Some modifications will occur from time to time, however the format listed below is generally adhered to at the WLC Dining In:

- Arrival of guests and social hour (2 drink limit).
- Mess call (bugler sounds mess call).
- Arrival of the official party.
- Posting of the Colors.
- Invocation.
- Honors to our fallen comrades.
- Toasts.
- Opening remarks by the president of the mess.
- Mixing the grog.
- Dinner.
- Recess (smoking lamp is lit).
- Recall the mess (smoking lamp is extinguished).
- Introduction of the guest speaker.
- Remarks by the guest speaker.
- Entertainment presented by the members of the mess.
- Closing remarks by the president of the mess.
- Retiring of the Colors.
- Departure of the official party.
- Students and Cadre depart.

Key Participants

Within the conduct of the formal Dining-In, there are several key participants who add to the enjoyment and formality of the evening.

President of the Mess: Ranking officer, responsible to oversee the organization and operation of the Dining-In. He is the host for the evening. He appoints other key personnel to take care of arrangements, food or protocol. He is never wrong.



Mr. Vice or Madam Vice: Addresses points of order and any other business deemed important by the president of the mess. Responsible for testing the meat course prior to being served to the members of the mess to ensure it is fit for human consumption. He is equivalent to a "sergeant-at-arms" in authority and is never wrong.

Guest of Honor: Chosen by the host commander to sit at the head table, in the position of honor to the right of the president of the mess. The guest of honor traditionally delivers a few appropriate remarks to the members of the mess.

Key Participants (continued):



Color Bearers and Color Guard: Posting of the colors and retiring the colors is performed using a color sergeant, two color guards, and three color bearers.



Presenter of a Toast: There are several members who are designated to present a formal toast to honor an organization or person.



Bearer of ingredients of the Grog: Members are designated to present various ingredients to be added to the grog bowl.



Entertainers: The entertainers are designated to present humorous skits to the members of the mess.



Chaplain: Provides spiritual guidance for the event; delivers the Invocation and Benediction for the evening.

Note: the star indicates key positions filled by WLC students.

Responding to Gavel

The president of the mess uses a gavel to signal members of the mess. Strict adherence and prompt response by the mess is expected. Fines and punishment may be levied against those who fail to respond to the gavel, or respond incorrectly to the gavel.

- Three raps of the gavel require the attention of all members of the mess whether seated or standing.
- Two raps of the gavel require the mess to rise and stand in place.
- One rap of the gavel requires the mess to take seats.

Rules of the Mess

Rules and protocol are strictly followed at the Dining-In. Failure to obey the rules or violation of protocol is punishable by fines and other punishment.

- When the signal for dinner is given, the mess should enter the dining room and stand behind chairs. Any time the mess is adjourned and reassembled, stand behind your chair until the dignitaries take seats (one rap of the gavel).
- Smoking is not permitted in the mess until the president directs lighting of the smoking lamp.

Rules of the Mess (Continued)

 During the evening, each member of the mess should pay respects to the guest of honor, President of the Mess and Mr. Vice, and the head table. At the conclusion of the program, remain at the Dining In until the guest of honor and the president of the mess have left the facility.

- Begin eating only after the president of the mess has announced, "The mess is served".
- There is no talking or disrespect shown when Mr. Vice has given another person the floor. No person may address the mess without first obtaining permission from Mr. Vice.
- Trivial objections will not be tolerated in the mess.
- Members of the mess will show approval or appreciation by clapping their hands.
- Respond correctly to the president's gavel.
- Do not toast with an uncharged glass.
- Conduct and demeanor that interfere with the formality of the Dining In will not be tolerated.
- You are not permitted to leave the mess unless excused by the president of the mess.
- Mr. Vice and the head table are never wrong.

Points of Order

During the evening, any member of the mess may request a point of order. This occurs when a member needs to bring awareness to a violation of the rules of the mess to the attention of Mr. Vice or the head table. It is also done when a member would like to address the other members of the mess with an amusing quote, anecdote, limerick, a rhyme, or other items that would be of interest to the mess.

- Stand and announce, "Mr. Vice, SGT ____, I have a point of order!" Remain standing until Mr. Vice recognizes you.
- Mr. Vice will state, "What is your point of order SGT?"
- State your point of order. Do not violate the rules of the mess when you do so. State your point of order in a polite and forthright manner.
- Mr. Vice will adjudicate your point of order. If he cannot, he will bring it to the attention of the president of the mess who will then adjudicate your point of order.
- If your point of order is an amusing quote, anecdote, limerick or a rhyme, then there is no adjudication.
- Mr. Vice and the president's decisions are final. Mr. Vice and the president are never wrong.

Points of Order (Continued)

Here are some examples of points of order in the mess:

EXAMPLE 1:

(Member) "Mr. Vice, Sergeant Smith, I have a point of order!" (Mr. Vice) "What is your point of order Sergeant Smith?" (Member) "Mr. Vice, I would like to bring to your attention and to the members of the mess, that I, Sergeant Smith, and the members of 4th Squad, did recently observe that some of the members of 5th Squad did, on the last toast, toast with uncharged glasses. Mr. Vice, I believe this to be a heinous violation of the rules of this mess!"

(*Mr. Vice*) "Sergeant Smith, I agree with your point of order. The members of 5th squad will now come forward for punishment."

EXAMPLE 2:

(Member) "Mr. Vice, Sergeant Jones, I have a point of order!"
(Mr. Vice) "What is your point of order Sergeant Jones?"
(Member) "Mr. Vice, I have a limerick for the mess!"
(Mr. Vice) "Sergeant Jones, state your limerick!"
(Member) "Thank you, Mr. Vice. Members of the mess:

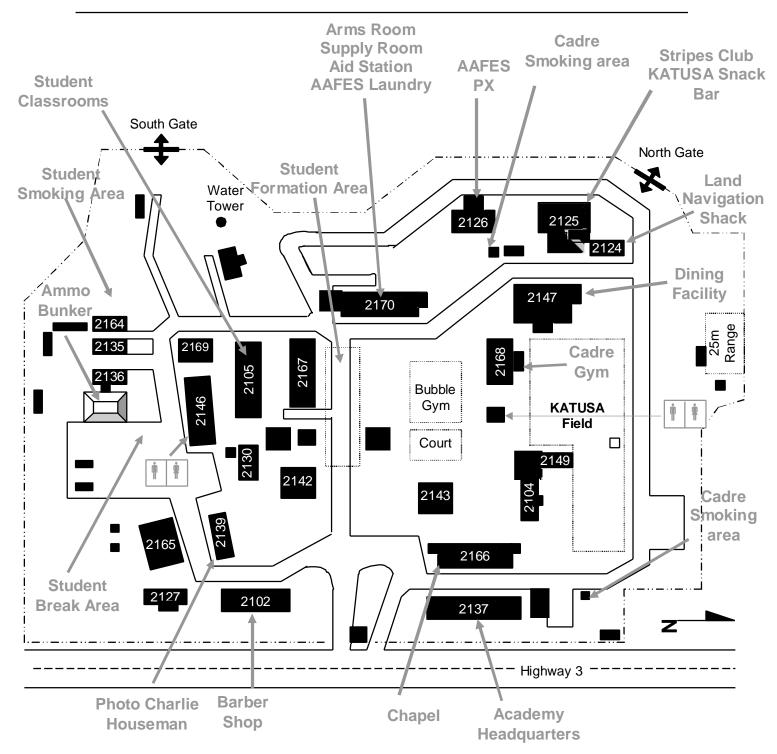
We were once told,
In the days of old,
Of the importance of Land Navigation.
Up the hill at Camp Jackson,
We went without askin',
And got a GO after completing the task'in."

(All members applaud)

Student Participation

The students of this academy are involved in the planning, preparation and execution of this event from the beginning. Your student body will select a "Dining-In Committee" early in your class and are critical to the success of this event. Additionally, your class will provide the majority of the key participants at the Dining-In. Participation in the Dining-In is required. No one is left out. This is your Dining-In. Make the best of it. You will get out of it what you put into it. Devote due attention to the needs of the mess and your reward will be fond memories of a great evening that you shared with professional comrades, for many years to come.

ANNEX A CAMP JACKSON AREAS



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